



TRAINING / TRAVEL REQUEST FORM

To be submitted for approval of all travel costs occurring outside of the Commonwealth and exceeding \$300 or exceeding 300 miles from the grantee's or applicant's place of business.

COMPLETE SECTION A, THEN CHOSE BETWEEN SECTION B OR SECTION C. FORWARD VIA EMAIL TO THE DEP CENTRAL OFFICE, 903 GRANT PROGRAM MANAGER AT LEAST FOUR WEEKS PRIOR TO DEPARTURE.

SECTION A

1. COUNTY: _____
2. COUNTY RECYCLING COORDINATOR (CRC): _____
3. CRC'S EMPLOYER: _____
4. EMPLOYER'S STREET / BOX #: _____
CITY: _____ ZIP: _____
EMPLOYER'S TELEPHONE #: () — _____

SECTION B – Virtual Training Event

(Please see form instructions regarding whether this application is required to qualify for a 903 Grant reimbursement.)

1. DATE(S) OF VIRTUAL TRAINING EVENT: From _____ To: _____
2. PURPOSE: Briefly describe the purpose of the travel/training. Travel/training must relate to a recycling venue to meet requirements for the 903 Grant reimbursement. Attach supporting documentation (agenda, etc.) as appropriate.

SECTION C – Out of State Training Event

(Please see form instructions regarding whether this application is required to qualify for a 903 Grant reimbursement.)

1. DATE(S) OF OUT OF STATE TRAVEL: From: _____ To: _____
2. DESTINATION: From: _____ To: _____
3. APPROXIMATE MILES TO BE TRAVELED (ONE WAY): _____

4. METHOD OF TRANSPORTATION
(Check all that apply)

- Airplane
- Train
- County or Personal Vehicle
- Other (Specify)

5. ESTIMATED COST

Transportation / Tolls	\$ _____
Conference Fees	\$ _____
Lodging	\$ _____
Subsistence	\$ _____
Other	\$ _____
TOTAL	\$ _____

6. PURPOSE: Briefly describe the purpose of the travel/training. Travel/training must relate to a recycling venue to meet requirements for the 903 Grant reimbursement. Attach supporting documentation (brochures, agendas, etc.) as appropriate. Include information regarding meals (subsistence) that will be included in the conference/training fees.

FOR DEP USE ONLY

- Approved
- Disapproved

Central Office 903 Grant Program Manager

Date