

Webinar Training Form

(to be used for all on-campus employee Internet training requiring a fee)

To be completed, approved, and submitted to the Finance Department before registering for training.
Submit training information with this form.

Account Number for Training Expense: _____ - 4409
(Make sure funds are available)

Registration Cost: _____

Date of Training: _____

Employee Requesting Training: _____

How will this training assist BPCC?

Employee's Signature _____ Date _____

Department Head's Approval _____ Date _____

Vice Chancellor's Approval _____ Date _____

Employee will be notified of approval by the Finance Department.

Reimbursement of training expense may be requested via a Check Request form with proof of payment and training completion attached.

For Finance Department's Use:

Approval Notification Provided to Employee via Email: Initials _____, Date _____