

**TRAINING REQUEST/REIMBURSEMENT FORM** (Electronic fill form)

**OEO Sponsored Training**

**NON-Sponsored Training**

**Requesting Agency:**

**Today's Date:**

**Agency Address:**

**City:**

**State: WV ZIP:**

**Completed By:**

**Phone:**

This form is a:  **Request for Training Approval**

**Request for Training Reimbursement**

**Training Course:**

**Dates:**

**Training Address:**

**City:**

**State:**

**Zip:**

**Projected # of Participants:**

**Target Capabilities:**

**Estimated Expense**  **Actual Expense**

<b>Training Expenses</b>	<b>Cost</b>
Instructor(s) Fee:	
Instructor(s) Travel:	
Course Fee(s):	
Agency Travel:	
Agency Lodging:	
Training Materials/Supplies:	
Training Meals Provided:	
Per Diem (Meals not provided during training)	
Facility Rental:	
Miscellaneous:	
<b>Total Anticipated Cost</b>	

By signing this Training Form, I am authorizing OEO to obligate the identifying funding source and amounts as necessary for the requested training.

**Training Code**  
(OEO USE ONLY)

\_\_\_\_\_  
Agency Executive Director (or designated authority)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by OEO

\_\_\_\_\_  
Date

## TRAINING REQUEST/REIMBURSEMENT FORM

Please attach the following to this request:

If OEO is not providing the training, please provide the following:

- Instructor(s) training agenda and/or curriculum (additional information may be requested by OEO).

For all training requests please provide the following:

- List of the agency's scheduled participants (additional information may be requested by OEO).

### \*\*\* TRAINING REIMBURSEMENT INSTRUCTIONS\*\*\*

Reimbursement requests must be submitted to OEO within 30 days from the date of the training for the agency to be reimbursed. Late requests will not be processed.

Reimbursement requests forms must be filled out entirely and include the necessary backup documentation. Agency name and address MUST match records on file with the State Auditor. (See DOE/DHHR Funding requests). Incomplete requests will not be processed.

Reimbursement requests must be signed and dated by the agency Executive Director (or designated authority).

Reimbursements requests and required documentation must be mailed to OEO for processing (no emails or faxes).

Office of Economic Opportunity  
700 Washington Street East  
Suite 400  
Charleston, WV 26501

Training reimbursement will be provided upon completion of the training and receipt of the preceding form. OEO is requiring that the agencies keep all associated expenses attached to their reimbursement request so that it can be monitored.

While some agencies have slightly different travel policies, reimbursements will be made according to the State of West Virginia Travel Regulations.