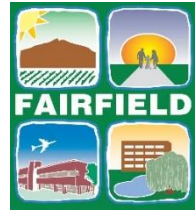




Fairfield Fire Department



REQUEST TO ATTEND CONFERENCE

1. Complete SECTIONS A and B of this Form.
2. Attach Course Flyer and Preferred Flight Information, if applicable (if this is not attached the form will be rejected by administration).
3. Route Form and attachments to twoodruff@fairfield.ca.gov
4. Administration will confirm all documentation is attached and route this form to the correct people for approval.
5. Employee is not Approved for Conference Until they Receive Signed form back.
6. Upon completion of conference, if any reimbursements are required, provide all receipts to twoodruff@fairfield.ca.gov.

SECTION A: Employee Information

Name: _____

Supervisor: _____

Team / Project: _____ Team/Project Lead Name: _____

SECTION B: Conference Information

Conference Title: _____

Date: _____ Topic or Classes: _____

Explanation of How Conference directly benefits or is critical to the departments Vision and or Mission:

Method of Transportation: Car ☐ Plane ☐ Rental Car Needed: ☐

Request for Away on Duty Overtime to be approved: ☐ Request for Off Duty Overtime to be approved: ☐

SECTION C: Approvals

Project Lead: Approved ☐ Disapproved ☐

Training Chief: Approved ☐ Disapproved ☐

Away on Duty Approved: ☐

Overtime Approved: ☐

Rental Car: Approved ☐ Disapproved ☐ NOTE: Only approved when public transport or ride share is not reasonable.

SECTION D: **Administration Use Only** (Conference Cost Estimates)

Registration: \$ _____ Parking: \$ _____

Hotel: \$ _____ Other: \$ _____

Travel: \$ _____ Overtime/Backfill: \$ _____

TOTAL ESTIMATED COST: \$ _____

Account Code: _____