

SMITHSONIAN INSTITUTION/SAO
REQUEST & AUTHORIZATION FOR EXTERNAL TRAINING/TUITION REIMBURSEMENT

Section A – TRAINEE INFORMATION

Print Name (Last, First, Middle Initial)

Museum/Research Institute/Office

SAO/

Section B – TRAINING COURSE DATA

Vendor and Location (City, State)

Course Title

Course Type

- Conference/Workshop**
 (An organized learning event which has an announced educational or instructional purpose; more than half the time scheduled for a planned, organized exchange of information between presenter and audience; content of the conference is germane to improving individual and/or organizational performance)
- Traditional Classroom**
 (Individual or multiple person led, face-to-face training)
- Correspondence**
 (Self-study course material. Training provided via the assignment of non-interactive methods such as a book, document, regulation, and material)
- Technology Based**
 (Methods mainly using technology which may include tutorials embedded in software, CD Rom products, Web-based courses, and interactive media)
- On the Job**
 (Formal methods/activities planned and structured to promote learning by doing)
- Blended**
 (Training that requires two or more methods of delivery that must be completed in order to satisfy the education requirement)

Training Purpose

- Improve Present Performance**
 (To provide the knowledge, skills, and abilities needed to improve or maintain proficiency in present job)
- New Work Assignment**
 (To acquire the knowledge, skills, and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program)
- Program/Mission Change**
 (To provide the knowledge, skills, and abilities needed as a result of change in unit mission, policies, or procedures)
- Future Staffing Needs**
 (To provide the knowledge, skills, and abilities needed to meet future staffing needs)
- Develop Unavailable Skills**
 (To acquire the knowledge, skills, and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates)
- Retention**
 (Training/education to address staffing issues of retaining an employee)

Training Period:

Course Hrs: Duty Hours Non-duty Hours

Start Date:

Completion Date:

Training Location:

Section C – COSTS AND ACCOUNTING DATA

Section D – APPROVALS

Tuition

Books/Mat'ls

Fee

Total Travel Costs:

Immediate Supervisor's Signature/Date

Chartfield:

Funds Approval Officer Signature/Date

Payment Method (*SPPS use only*)

- PCard
- PO#:

Entered into PS by: Training Officer Approval/Date

Initials/date: