Permission Form

● **Request for training must be submitted 30 days before the course begins to the CA-TF4 Office.**

● Request for Project Compensation must be submitted before the project begins to the CA-TF4 Office.

Directions:
- Submit <u>completed</u> form to the CA-TF4 Office for approval.
- Final Approval/Disapproval will be returned to you within 7 working days.
- All receipts are to be forwarded to your home agency for processing (30 days to CA-TF4 Office).
- Upon completion of a training course student is required to submit a Course Review Form to the CA-TF4 Office and may be required to submit copies of all course materials.

Name of Course_____

Course Sponsor / Project Manager US&R CA-TF4_____ Location_____

Dates of Course/Project_____ Travel to Date_____ Travel Return Date_____

Purpose of Course_____
_____

Estimate of cost to CA-TF4:

Tuition_____ Lodging_____

Travel_____ Per Diem_____   **Total_____**

Name_____Task Force Position_____

Phone_____Email_____

"50% Backfill" requested for On-Duty Training Days*:

Dates	Hours	Dates	Hours	Dates	Hours
_____	From — To	_____	From — To	_____	From — To
_____	From — To	_____	From — To	_____	From — To

Home Agency_____Agency Approval_____Date_____
         3-letter ID   Agency Representative Signature

* Note: CA-TF4 does not pay Overtime for Training

For CA-TF4 Program Office use only:

CA-TF4 has Approved for reimbursement to members and/or agency for:

- ☐ Travel Expense
- ☐ Lodging Expense
- ☐ Per Diem
- ☐ Course Registration/ Course Materials

- ☐ Overtime approved for Instruction or Projects ONLY
- ☐ "50% Backfill" for "On-Duty" days of course and travel days

Other Instructions_____
_____

Name_____**Position**_____

Signature_____Date_____