



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 completed 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:

<input type="checkbox"/> Travel Expense	<input type="checkbox"/> Overtime approved for Instruction or Projects ONLY
<input type="checkbox"/> Lodging Expense	<input type="checkbox"/> “50% Backfill” for “On-Duty” days of course and travel days
<input type="checkbox"/> Per Diem	
<input type="checkbox"/> Course Registration/ Course Materials	

Other Instructions _____

Name _____ Position _____

Signature _____ Date _____