

Municipal Training and Development Requisition  
Appendix to Council and Employee Policies

**Name of Employee/Council Member:** \_\_\_\_\_

**Status:** (if applicable)  Permanent  Probationary  Parttime  Other (specify)

**Name of Program:** \_\_\_\_\_

**Program Provider:** \_\_\_\_\_

**Type:**  Professional Development  Personal Development

**Program Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Potential Benefit to the Municipality:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Expense Estimate:**

Course/Session Cost	\$
Material Cost (books)	\$
Travel (if applicable)	\$
Accommodation (if applicable)	\$
Other (specify)	\$
<b>Total Cost</b>	<b>\$</b>

I have reviewed the training and development policy and am aware of my responsibilities under this program.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's/  
Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_