

BOROUGH & TOWNSHIP POLICE ASSOCIATION

APPLICATION FOR IN-SERVICE TRAINING FUNDING

The following information is required for any member requesting In-Service Training Funding. Forms are to be completed and submitted to the Vice President no later than 45 days prior to the seminar.

Mail To:

William Kilburn
P.O. Box 218
South Park, PA 15129

Date of Application _____

Name _____ Membership Number _____

Home Address & Phone No. _____

Department, Rank & Phone No. _____

Title of Seminar _____ Seminar Dates _____

Agency Sponsoring Seminar _____

Address _____ Tele. _____ Fax _____

Location of Seminar _____

Cost of Seminar _____

I request a per diem for meals YES _____ NO _____

I request expenses for transportation YES _____ NO _____ Amount _____

Describe required travel expenses: _____

Overnight accommodations (if needed) - recommended hotels/motels (include daily rate, with tax, for each hotel/motel)

Please include any publications, notices and registration forms for this seminar with your application.

Please provide an explanation of how the requested training is related to your current duties. (Use additional paper if necessary)

*** I AM NOT RECEIVING AND DO NOT HAVE AVAILBLE ANY OTHER FUNDING SOURCES TO ATTEND THIS TRAINING SEMINAR.** I have been granted the time off to attend or will be attending on my own time. I agree to repay the Borough and Township Police Association any expenses incurred should I fail to attend or complete this training and fail to cancel any reservations or registrations within the time period prescribed by the vendor.

Signature _____

_____ For Board Use Only _____

Approved by Board this date _____ Total Amount approved by Board _____

Miscellaneous _____