Number:	02.6.1	**Page:**	1 of 1
Latest Version:	1.0	**Revision Date:**	11/12/2015
Effective Date:	12/07/2015	**Replaces:**	NEW
Revised By:	Joshua Graves	**Review Cycle/Date:**	Annual
Reviewed By:	Fonda Logston	**Reviewing Unit:**	Enterprise Services
Title:	Requesting Training and Conference Attendance SOP		
Description:	This document is the operating standard for requesting training and conference attendance.		

Requesting Training and Conference Attendance

Standard Operating Procedure

1. General Statement of Purpose
   1.1. The purpose of this document is to outline the process of requesting training and conference attendance for OMES IS employees.
2. Scope
   2.1. This document applies to all fee-based training and conferences and their associated travel costs.
3. Discipline
   3.1. Administrative Standards
4. Instructions
   4.1. Employees should submit all their fee-based training and conference attendance requests for the next fiscal year to their supervisor by March 1st.
      4.1.1. Employees must include travel costs (if any) for each training class and conference request.
   4.2. Supervisors must submit their team's training and conference needs to their Director before April 1st.
   4.3. Directors must submit their team's training and conference needs for the next fiscal year to the Project Management Office each year by April 1st.
5. Roles and Responsibilities
   5.1. Employee
      5.1.1. Submits all their fee-based training and conference attendance requests for the next fiscal year to their supervisor by March 1st.
   5.2. Supervisor
      5.2.1. Submits their team's training and conference needs to their Director before April 1st.
   5.3. Director
      5.3.1. Submits their team's training and conference needs for the next fiscal year to the Project Management Office each year by April 1st.
         5.3.1.1. Requests should be submitted on the referenced Training Request Form.
6. References
   6.1. 02.6.1a Training Request Form