Jefferson Lab
Thomas Jefferson National Accelerator Facility

HR Form 303.00 (TPO (9/08)

JOB RELATED TRAINING (JRT) PROGRAM REQUEST

Instructions: Employee and supervisor read and fill out form electronically. Supervisor then sends form to Training Offi ce using the email button below. Sending the form authorizes the training to be taken. If travel is involved, a completed travel request must be submitted to the Travel Office. If no travel is involved, a completed check disbursemet form and documents from the vendor showing name, date, and cost must be sent to the Training Office electronically (scanned and mailed to ullman@jlab.org) or in hard copy to MS28D.

Trainee Information Date _____

Name _____

Username _____

Extension _____

Div/Dept _____

Supervisor Name _____

Class Information

Vendor _____

Class Title _____

Class Code _____

Start Date _____ End Date _____

Location _____

Cost without travel $ _____

JSA will not pay for JRT training any non-employees including users or students paid by an institution other than JLab. Class time is duty time and must be compensated as such.

List below the lesson objectives of the course or the key skills that are directly associated with your JLab job.

By submitting this form, trainee understands that, should he/she terminate employment with JSA (other than due to a layoff) prior to class completion, any pre-payments may be deducted from his/her final paycheck.

Supervisor Approval

I have reviewed this form and the program content for the requested training and I agree that it is job-related and an appropriate use of Lab resources. I further agree that this training will take place on duty time or, if class schedules do not allow this, that the trainee will be compensated for the time spent. .

Supervisor Approval: Click to sign and send to Training Office Date _____

Comments

Training Office Use Only

Training Office Approval Print to JRT Files Date _____