## **Conference/Training Request and Report Form**

Department Name	ÕŠÁS^^
Employee Name and Title	
Conference/Training Title	
Host Organization*	
Conference/Training Location	
Conference/Training Dates	
Your Date of Departure	
Estimated Costs	
Î GJH€ÁRegistration Fee Î GJG Mileage Î GJF€ Airfare Î GJGGLodging Cost per night	xfull days \$ \$ \$ \$ \$ conference/training. What are the
Requester's Signature	Date
Approved By	
Approved By	
*Attach Complete Agenda, Training Curriculum, Regi	

Routing for all out-of-state expenditures related to conferences/training: Dept to CAO, attach a copy to AUD-26 Routing for all in-state travel expenditures related to conference/training: Dept internal, attach a copy to AUD-26

AUD-26C (revised 6-29-17)

## Section II - Report

Please fill this section out upon the completion of the training or conference, attach to a copy of the signed request (Section I), and submit to the Auditor-Controller's office with a copy of the Travel Reimbursement Form (AUD-26). A copy of the complete package should also be placed on file with your department's fiscal records.

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1.	Describe the primary/major benefits gained from the training/conference:
2.	Describe the new knowledge, skills or information acquired:
3.	How did this training/conference apply to your current job and/or professional development?
4.	What would you like others in your department to know about this training/conference, and how will you share the information and knowledge gained?
5.	. If out-of-state travel is to states listed in the travel ban for County of Santa Cruz (currently Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, Texas), please explain why this travel is essential.