

Request for Approval for Training or Conference Funds

Please fill out the following form and forward to the appropriate caucus leader. The caucus leader will inform you of his decision. If approved, you may call the Legislative Services Division Financial Services office for information on signing up for your training or conference.

Training Conference Information

Name of legislator:

Circle appropriate caucus leader:

President Senate Minority Leader Speaker House Minority Leader

Name of training:

Name of organization:

Date(s) of training:

Place of training:

Estimated costs:

Registration

Lodging

Airline ticket or mileage estimate:

Meals (do not include meals provided during conference):

Additional information (please include any information regarding stipends or partial reimbursement that you may/are receiving from this or other organizations):

Decision

Approved:

Amount:

Funding category circle one: NCSL CSG Leadership

Signature:

Please cc Jennifer Simmons at jsimmons@mt.gov (or fax: 406-444-3971) with a copy of this form when you respond to the requestor.