

Request for Training/Commitment of Funds

Attendance at a Non-Sponsored JBE Program

Submit this request with a copy of the program agenda/brochure and the completed registration form.
This request must be submitted at least 30 days prior to the registration deadline.

Program Date: _____ Request Date: _____

Program Title: _____

Program Location: _____

Name of Participant: _____

Job Title: _____

Work Address: _____

Work Phone: _____

Work Email: _____

Costs per Participant

Expense	Budgeted	Actual (JBE Use Only)
Airfare		
Mileage		
Lodging		
Meals (estimated)		
Conference Fee		
Tuition		
Other		
Total for Conference		

I request that the amount of _____ be committed to the attendance of these participants at this program.

How will this training be beneficial to you in your current position?

Seal

Supervisor Signature (Required)

_____ (Digital Signatures are not accepted)

** In the event that the request involves travel outside of the state, or a commitment of funds in excess of \$900, the supervisor must provide a statement as to why this education cannot be obtained in the state and/or at a lesser cost.

Request **Approved** **Denied** **Approved conditionally based on:**

Participants attempting to reduce their expenses by applying for non-Supreme Court Education Funds

Participants will provide the Director of Judicial Branch Education with copies of all agendas and Programming materials of the meeting

Participants agree to present material based on the subject of this conference at appropriate Nebraska-sponsored educational programs.

Kelli Wood, JBE

Date

Scan & email completed forms to: nsc.jbe@nejudicial.gov