



King William County  
Est. 1702

Board of Supervisors

Natasha Langston  
Director of Financial Services

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
David E. Hansen, Fourth District  
Robert W. Ehrhart, Fifth District

### TRAINING REQUEST

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Name of Training Course: \_\_\_\_\_

Institution / Company Offering Course: \_\_\_\_\_

Dates of Course (Beginning/Ending): \_\_\_\_\_

Location of Course (Online or Physical Location): \_\_\_\_\_

Cost of Course: \_\_\_\_\_

I hereby certify that the above information is a true and factual request. I agree to abide by the terms for training payments made in advance as stated in the Personnel Policies and Procedures Manual, Chapter 7. I will supply a certificate of successful completion within thirty (30) days of the conclusion of the class. I agree to continue my employment with the County for a term of one (1) year from the date of course completion. If I voluntarily terminate employment prior to one (1) year, I will reimburse the County for all funds paid for the course and associated expenses.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approval for reimbursement: \_\_\_\_\_  
Department Head

Accounting GL#: \_\_\_\_\_