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

			Actual (JBE Use Only)
Expense	**Budgeted**		
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?

Chief or Chief Deputies 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.

_____ _____
Jerid Wedige, Probation Education Director, JBE Date

Scan & email completed forms to: jerid.wedige@nebraska.gov