

## Procedures to Request Training in the WSU Libraries

- 1) Identify Training Session  
Employee identifies training session they wish to attend. Determine the date, time, location, and cost (if any). Or, the supervisor may identify and/or recommend training sessions for employees.
  - 2) Approval  
Employee requests approval to attend from immediate supervisor. The supervisor determines if training is considered time worked or release time. (See Libraries' Training Guidelines.) After receiving approval from supervisor, proceed to registration.
  - 3) Registration
    - A. If there is no cost for the training, the employee may register for the training session by whatever means indicated by the session.
    - B. If there is a registration fee or other cost, the employee completes the Libraries' Travel Request form. Forms are submitted to supervisors for approval/signatures and then sent to Susan Lundquist in LAO for processing. Susan will register the employee for the training session while paying the registration fee.
      - Libraries Travel Request form:  
[http://www.wsulibs.wsu.edu/General/Employees/Libraries-Travel-Form\\_interactive.pdf](http://www.wsulibs.wsu.edu/General/Employees/Libraries-Travel-Form_interactive.pdf)
    - C. If the training is located away from the WSU Pullman campus, the employee completes the Libraries' Travel Request form and the WSU Travel Authority form (see links below). Forms are submitted to supervisors for approval/signatures and then sent to Susan Lundquist for processing.
      - WSU Travel Authority form:  
<http://www.wsu.edu/~forms/PDF/BPPM/95-05-9.pdf>
- Travel Allotments: Travel allotments for Library employees are set each fiscal year by the Director (Dean) of Libraries during the budget allocation process. Travel allotments may be used for professional membership dues, conference/training registration fees, and/or travel expenses, such as lodging, meal per diem, airfare, ground transportation, personal vehicle, motor pool vehicle, etc. Allotments may not be carried over from one fiscal year to the next. Library employees may donate their allotments to other Library employees. Additional sources of funding may be available for some travel/training under the recommendation and approval of the Director (Dean) of Libraries or his/her designee. Professional travel and travel funding processes are managed by Susan Lundquist, Fiscal Specialist, Library Administrative Office.
- 4) Reports
    - A. Within two weeks of the conclusion of off campus training sessions or conferences, employees are to complete and distribute the Libraries Professional Travel Report.  
[http://www.wsulibs.wsu.edu/General/Employees/Professional\\_Travel\\_Report.pdf](http://www.wsulibs.wsu.edu/General/Employees/Professional_Travel_Report.pdf)
    - B. Training considered time worked does not need to be indicated on time or leave reports. It is considered a part of the normal work day. Other training may be entered on the "training leave" line on time or leave reports. Employees are allowed 96 hours of training release time each fiscal year.