COIDC Casual Hire AD

Request for Training or Conference

Date of Request: _____ (*If this is NWCG training, does it require a NWCG Nom?*)

Casual Hire Name: _____

Training/Conference: _____
Location: _____

Dates of Training: _____ thru _____

Mode of Travel: _____

Salary: _____ hours   TIMES $ _____ per hour   EQUALS $ _____

Travel: _____ miles   TIMES $ ___0.545 per mile   EQUALS $ _____

Lodging: _____ days   TIMES $ _____ per night   EQUALS $ _____

M&IE: _____ days   TIMES $ _____ per day   EQUALS $ _____

Charge Code: WFSUAD (0627)   _____

Justification: _____

☐ Logistics recommend approval _____

☐ Logistics recommend denial _____

☐ Training Approved _____

☐ Training Denied _____

☐ Casual Hire notified of result _____