

Los Angeles Superior Court Court Reporter Request for Training Reimbursement

Section I-Requestor Information

Requestor's name:

CSR number:

Vendor number:

Employee Number:

Mailing Address:

Section II-Program Details

Title of training:

Date(s) of training:

Location of training:

Program sponsor (name and address):

Cost of registration:

Justification for training:

Section III-Instructions and Signature

- All training must be pre-approved to qualify for reimbursement.
- Reimbursement does **not** include food or social events.
- This form, agenda, proof of cost of registration and attendance must be received in Court Reporter Services no later than 30 days from the date of training.
- Send documents to: Court Reporter Services, Room 234, Los Angeles, CA 90012

Requestor's Signature:

Date:

Section IV-Office Use Only

Proof of:

Attendance

Registration

Request is:

Approved

Denied

Reasons for denial:

Manager's Signature:

Date:

Section V-Budget Services

Reimbursement total:

Legal Support Services:

Date: