



For Employee to fill in :

1. Name:
 2. Position:
 3. Title of Training :
 4. Organized by:
 5. Date(s) of Training:
 6. Location of Training:
 7. Explain the benefits of this Training:
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For the Operational Director or Manager to fill in.

8. Training registration fee:.....(attached the training info flyer)
9. Transportation arrangement:
 - School's car
 - Own Vehicle
 - Taxi
 - Flight ticket from to
 - Others
10. Meal:
 - Provided by the school
 - Provided by the Training organization
11. Accommodation:
 - Hotelday(s)
 - Own accommodation
 - Others.....

Employee Signature : *Acknowledged by :*

(Operational Director)