Office of Emergency Management
Department of Executive Services
3511 Northeast Second Street
Renton, WA 98056
Phone: (206) 296-3830

Expense Pre Approval Application Form
For Office Of Domestic Preparedness (ODP) Training

Version 1.0 - 11/03/2005

Questions on how to use the form?
Contact Christa Cole at (206) 205-4027 or christa.cole@metrokc.gov

SECTION 1 *** INSTRUCTIONS

1) Click the **Get An Application Number** button

2) Fill out the form electronically using Adobe Reader 7.0 or a later version

3) Click the **Submit By Email** button and send your application via e-mail

4) Click the **Print Form** button

5) Have the student and agency lead sign the form. Mail signed form to Alec Chapman at KCOEM to initiate the approval process

Get An Application Number

Submit by Email

Print Form

*** No application will be processed without an application number, an e-mail submission and a signed application ***

SECTION 2 *** APPLICATION INFORMATION

2.1 Application Number

2.2 Application Date

SECTION 3 *** STUDENT INFORMATION

3.1 First Name

3.2 Last Name

3.3 Agency

3.4 Address

3.5 Phone

3.6 Fax

3.7 E-Mail

3.8 Fed. Tax ID #

SECTION 4 *** COURSE INFORMATION

4.1 Title of ODP Approved Course

4.2 Course Number

4.3 City

4.4 State

4.5 Begin Date

4.6 End Date

4.7 Est. Overtime Cost

4.8 Est. Backfill Cost

4.9 Est. Travel/Per Diem Cost

4.10 Tuition Cost

King County must receive the hard copy request (with original signatures) within ten working days of your electronic form submission. Any discrepancy in the student not meeting prerequisites or not having proper authorization will result in non-selection and non-reimbursement of funds incurred by the student's host agency. If the requestor attends any course without proper prior authorization, reimbursement will not be made to the requestor's agency.

STUDENT

Signature: _____
Name: _____
Title: _____
Date: _____

AUTHORIZED AGENCY APPROVAL

Signature: _____
Name: _____
Title: _____
Date: _____

KING COUNTY OFFICE OF EMERGENCY MANAGEMENT

Signature: _____
Name: _____
Title: _____
Date: _____

T & E LEAD

Signature: _____
Name: _____
Title: _____
Date: _____