



# AIDT Request for State Training Funds Form

State funds may be requested for training or training equipment only. Required fields (\*) must be completed for the form to be processed. Send the completed form along with Training Request Form (if training) that has been processed by your AIDT Training Coordinator and the vendor quote to Steve Colburn ([steve.colburn@daimler.com](mailto:steve.colburn@daimler.com)). If you do not have these documents, refer to the [Work Instructions for Requestor](#), or contact your AIDT Training Coordinator.

*REQUESTOR INFORMATION	
Requestor's name:	
Date:	
Requestor Contact number:	
AIDT Training Coordinator:	
Badge number:	
Department	
Supervisor (E4 or above):	
MBUSI cost center:	

*The following documents are attached to this form (check box):
<input type="checkbox"/> <b>Quote</b> from vendor
<input type="checkbox"/> <b>Training Request Form</b> that has been processed by an AIDT Training Coordinator

*TRAINING/TRAINING EQUIPMENT INFORMATION	
Description of training/training equipment requested:	
Vendor:	
Business need for training/training equipment requested:	
Total cost from quote (in USD):	
No. of sessions or equipment qty.:	
Date of training/equipment needed by:	

Requestor and Dept. Management must sign this form before it is submitted. The remaining approval signatures will be collected by HR/OD. By signing this form, you agree that the funds being requested will be used for the specified training only. Please note: Actual signatures are needed - Please do not type in the signature field(s).

APPROVAL	PRINTED NAME	SIGNATURE	DATE
Requestor			
AIDT Project Manager (AIDT-Internal Only)			
Dept. E4 (All)			
Dept. E3 Senior Manager (>\$15,000)			
Dept. E2 Vice President (>\$200,000)			
HR Controller (All)	Steve Colburn		
HR E3 (Senior Manager (>\$100,000)	Jennifer Jones		
President (>\$2,000,000)	Jason Hoff		

\*To be completed by **AIDT Training Coordinator** or **HR/OD** only.

Project assigned to:

Budget code:

