



## AIDT Request for State Training Funds: Work Instructions for the Requestor

1. You must identify a **business need** for training/training equipment for MBUSI and align with your respective Supervisor.
  - o Training equipment is for training purposes *only* and must be placed in a designated training area (e.g. training cell, Bill Taylor Institute).
2. **A Training Request Form (TRF)** [www.billtaylorinstitute.com/forms/TRF.pdf](http://www.billtaylorinstitute.com/forms/TRF.pdf) must be completed and emailed to AIDT at [aidt.forms.inbox@daimler.com](mailto:aidt.forms.inbox@daimler.com) or faxed to x2299 along with **vendor quote** (if you have a preferred vendor and quote).
  - o If you do not have a preferred vendor or quote available, notify your AIDT Training Coordinator whenever you submit your TRF, and he/she can identify vendor for you and obtain a quote for the request.
3. **The Training Request Form must be processed** by your AIDT Training Coordinator and sent back to you. Once the form has been processed, you will receive an email from your AIDT Training Coordinator with the processed TRF and vendor quote attached along with instructions on next steps.
4. You must complete the **AIDT Request for State Training Funds Form** [www.billtaylorinstitute.com/forms/AIDT\\_Req\\_State\\_Training\\_Funds.pdf](http://www.billtaylorinstitute.com/forms/AIDT_Req_State_Training_Funds.pdf) acquiring all necessary signatures from your department. Send to Steve Colburn, HR/OD ([steve.colburn@daimler.com](mailto:steve.colburn@daimler.com)) along with the processed Training Request Form and vendor quote.
5. HR/OD will get other approval signatures based on dollar amount of request and send the approved form to AIDT for processing (with Requestor in Cc:).
6. A purchase order (PO) for the requested training/training equipment will be generated. Your AIDT Training Coordinator will then schedule/register you for the requested training or order the training equipment. You will receive a confirmation email once this has been completed.
  - o If travel arrangements are required, you can make them after you receive this confirmation.
7. If you participated in offsite training, an email will be sent from your AIDT Coordinator to complete a training receipt. You must complete this within 1 week after your training takes place.

