

Request for Commitment of Funds
Attendance at Non-Sponsored JBE Program
Submit request with a copy of the program agenda/brochure

Program Date: _____ Request Date: _____

Program Title: _____

Program Location: _____

Name(s) of Participant(s): _____

Costs per Participant

Expense	Budgeted		Actual (JBE Use Only)	
	Per Participant	Total	No. of Participants:	
Number of Participants:			Per Participant	Total
Airfare				
Trans to/from Airport				
Lodging				
Meals				
Conference Fee				
Tuition				
Other				
Total for Conference				

I request that the amount of _____ be committed to the attendance of these participants at this program.

If supervisory approval is necessary for you to attend, secure Supervisor's signature:

_____ ← digital signatures are not accepted

In the event the request involves travel outside of the state, or a commitment of funds in excess of \$900.00, the supervisor must provide the following:

A justification why the employee(s) should attend:

A statement as to why this education cannot be obtained in the state, and/or at a lesser cost:

How the program is related to the job:

JBE USE ONLY

Is the Program eligible for JBE Credit?

Yes No

Are there monies from non-Supreme Court sources available to help defray the costs?

Yes No

If yes, detail sources below:

Are there adequate Supreme Court Education Funds to allow for full funding of each participant?

Yes No

Request **Approved** **Denied** **Approved conditionally based on:**

Participants attempting to reduce their expenses by applying for non-Supreme Court Education Funds

Participants will provide the Director of Judicial Branch Education with copies of all agendas and programming materials of the meeting

Participants agree to present material based on the subject of this conference at appropriate Nebraska-sponsored educational programs.

Carole McMahon-Boies, Director, JBE

Date