



MEMORANDUM

DATE: February 16, 2010

TO: SM/SC UNIT PERSONNEL
FROM: CZU TRAINING
SUBJECT: TR-7 APPROVAL AND TRAVEL EXPENSE

This is a reminder to all personnel to have all TR-7s completed and approved prior to class registration. Approval must be granted from your immediate supervisor, Battalion Chief, and then Training. Electronic TR-7s are available on the CDF Intranet, or you may contact CZU Training. The approval process is as follows:

1. Approval of your Immediate Supervisor in charge of the budget and/or scheduling for your function in the unit.
2. Immediate Supervisor forwards approved TR-7 to Battalion Chief for approval.
3. Battalion Chief forwards approved TR-7 to Training.
4. Training Officer will approve TR-7 based on budget and training availability.
5. Training Office Assistant will inform the Employee or Volunteer of approval status by:
 - Email notification of approval status or mail a hard copy of TR-7 with approval to Employee's or Volunteer's home address.
 - Email copy of approved TR-7 to appropriate Battalion Chief, Station and/or Immediate Supervisor, and Employee/Volunteer if that email address is available.
6. Any incomplete or illegible TR-7s received by the Training Office will be either returned or denied.
7. The form is self-explanatory, however, some additional information is needed:
 - Civil Service Classification Box
 - *Career Personnel: Rank or Classification*
 - *Volunteer Firefighter: VFF*
 - *Paid Call Firefighter: PCF*
 - Title and Sponsor of Training. Please include the complete title, sponsor, date, and location of course to be taken.
 - Any known expense to be incurred such as:
 - Registration
 - Tuition/Books
 - Lodging
8. All personnel may submit a TR-7 electronically for CDF Sponsored Training.
9. For Non-CDF Sponsored training, the following is required for reimbursement:
 - TR-7 with ALL necessary signatures.
 - Travel Expense claim filled out correctly and completely.
 - All receipts.
 - Copy of course certificate

Your cooperation will allow us to balance class size, operate within budget constraints, and distribute training in an equitable manner. Any questions should be directed to CZU Training.

Jake Hess

Battalion Chief

CZU Training (831) 335- 6745