



How do I ensure that my request is processed in time for the requested training/my training equipment is ordered in a timely manner?

Before submitting your forms to the respective parties, you should ensure that the form is filled out correctly, you have all required signatures from your department, and you have included a quote with your request. For training/trainers located in the US, requests should be fully processed 2 weeks before the requested training is to take place. For training/trainers located internationally, requests should be fully processed at least 1 month (approx. 4 weeks) before the requested training is to take place.

How do I know if I have enough funds to cover the requested training or training equipment?

Contact your department's "Key Contact" for the State Training Budget OR your AIDT Training Coordinator.

How do I know if my requested training or training equipment can be paid for with state training funds?

When you submit an External Training Request form, there is a small chance that the request cannot be covered by state training funds. Although most requests are covered by the State Training Budget, a few vendors do not accept State POs, and these requests must be processed internally.

I am requesting several of the same training/training equipment. How should I fill out the External Training Request Form?

If training is on the same date and for the same class OR if the training equipment will be placed in one order and is supplied by the same vendor, the total amount for the request should be on one form. If the amount for one class (regardless of the number of TMs) or the amount for an equipment order is broken up into several requests, you will be required to resubmit the request with the total amount for the entire training/purchase.

Who schedules my training and/or registers me for a class?

AIDT will do this - you should not register yourself for a class.

How do I know when my training has been scheduled/training equipment has been ordered?

You will receive a confirmation from AIDT. If you do not receive confirmation within 2 weeks before the need-by date (on the Request Form), you should contact your AIDT or follow-up.

If I am required to travel for training, is my travel covered by the State Training Budget?

No, you must book your own travel in Concur under your respective department's cost center.

When should I book my travel for training?

Book travel after you receive confirmation from AIDT that you have been scheduled/registered for training requested.

Is travel covered by the State Training Budget for trainers coming to MBUSI?

Yes, travel is covered for trainers coming to MBUSI. However, expenses must be included in the quote.

Process for requesting external Training/Equipment from State Funds

