

STATE PERSONNEL BOARD
OFFICE OF TRAINING
AGENCY SPONSORED COURSE
INSTRUCTOR PAYMENT/AGENCY COST

Training Session:	
Location:	
Date & Time:	
Agency Name & Address:	
Instructor Name & Address:	
Agency Liaison:	

INSTRUCTOR FEE:

(A **maximum** of 25 participants; additional participants at instructor's discretion, and may require additional cost.)

Half-Day Session:	\$300.00	
Day Session:	\$600.00	
Two-Day Session:	\$1,200.00	

****TRAVEL COSTS:**

1-4 Hrs. round trip	\$150.00	
Greater than 4, but less than 5 Hrs. round trip	\$250.00	
5-8 Hrs. round trip	\$350.00	
More than 8 hours	\$450.00	
\$100 added to travel for 2-day session	\$100.00	

**Travel costs are computed from the residence of the instructor to the training site.

*****OTHER COSTS (specify):**

***Examples--Pre-training consultation, customizing training, etc.

Agency assumes responsibility for provision of routine training materials/supplies (markers, flip chart pads, handouts), if required.

TOTALS:

Total Instructor fee Travel & other cost	\$	Copy to:	
20% administrative charge of instructor fee	\$		Billing
TOTAL TO BE BILLED TO AGENCY:	\$		Instructor

The Sponsoring Agency hereby agrees to ensure compliance with all federal and state accessibility statutes, including supplying the provider with complete information concerning any and all special needs (i.e., handicapped parking and access, interpreters for the deaf, aids for the visually impaired). The Sponsoring Agency assumes any costs associated with meeting these needs.

Agency Signature _____ Date _____

Instructor Signature _____ Date _____

SPB Signature _____ Date _____