

**CONFERENCE/CONVENTION ATTENDANCE REQUEST**

SAP SERVICE ENTRY SHEET NO. \_\_\_\_\_

**Instructions: (Please refer to [3654 instructions](#) for detail)**

Event Request: Complete Sections 1, 2, 3, and 4. (Conference/Convention is defined in [DAM 4241](#))

Cancel Event/Substitute Event/Non-Attendance (No-Show): Complete Training Event Reconciliation ([DWR 4142a](#)).

**SECTION 1: EMPLOYEE INFORMATION (MUST BE COMPLETED)**

EMPLOYEE NAME	SAP EMPLOYEE NUMBER	E-MAIL  @water.ca.gov
DIVISION/DISTRICT/OFFICE NAME	SAP ORG NUMBER	PHONE NUMBER

**SECTION 2: EVENT INFORMATION**

EVENT TITLE			VENDOR		LOCATION <sup>1</sup> (City and State)	
START DATE	END DATE	START/END TIMES	TOTAL HRS	COST OBJECT	COST OBJECT TYPE	

1/ Attach form [DWR 3655](#), "Out of State Travel Request" to Conference/Convention Attendance Request if applicable.

ATTENDANCE JUSTIFICATION

**SECTION 3: TRAINING COSTS**

	ESTIMATED	ACTUAL		ESTIMATED	ACTUAL
1. Registration/tuition Includes meals? <input type="checkbox"/> YES <input type="checkbox"/> NO			5. Travel Costs (air fare, car rental, private car mileage, etc.)		
2. Event-required books/supplies			6. Per Diem (meals, incidentals, hotel, parking, etc.)		
3. Subtotal (add 1 and 2)			7. Subtotal travel and per diem (add 5 and 6)		
4. State car used <input type="checkbox"/> YES <input type="checkbox"/> NO			8. Total costs (add 3 and 7)		
SAP REQUISITION NUMBER	SAP PURCHASE ORDER NUMBER				

**SECTION 4: SIGNATURES**

This section MUST be completed with signatures as required by Employee's Division/District/Office.

1. EMPLOYEE SIGNATURE	DATE	2. LEAD PERSON (if applicable)	DATE	3. SUPERVISOR SIGNATURE	DATE
4. TRAINING COORDINATOR SIGNATURE	DATE	5. DO COSTS EXCEED GUIDELINES? <input type="checkbox"/> YES <input type="checkbox"/> NO (See <a href="#">DAM 3747.1</a> )			
6. COST CENTER MANAGER SIGNATURE	DATE	7. SECTION CHIEF SIGNATURE	DATE	8. BRANCH CHIEF SIGNATURE	DATE
9. DIST/FLD DIV CHIEF SIGNATURE	DATE	10. DIVISION/OFFICE CHIEF SIGNATURE	DATE	11. RECEIVED BY TRAINING COORD. AFTER APPROVALS	

**SECTION 5: USE ONLY FOR ACWA CONFERENCES AND WATER EDUCATION FOUNDATION (WEF) TOURS**

DIVISION/OFFICE ATTENDANCE PRIORITY ASSIGNED, E.G., 1, 2, 3, ETC.	GOVERNANCE BOARD <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
DWR CONFERENCE COORDINATOR APPROVAL SIGNATURE	DATE

**SECTION 6: EVENT COMPLETION (REQUIRED)**

I HEREBY CERTIFY THAT I COMPLETED THE ABOVE EVENT	EMPLOYEE SIGNATURE	DATE
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**SECTION 7: TRAINING COORD. USE ONLY**

Training History Update sent to Training Office	INITIALS	DATE
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