

# NON-TRAINING TECHNICIAN TRAVEL

## FUNDS APPROVAL FORM

The Human Resources Development Specialist (HRDS) is responsible for maintaining and monitoring the Hawaii National Guard Technician Training and Travel Budget. The Non-Training Technician Travel Funds Approval Form provides HRDS with visibility of technician travel requests not related to training. This form must be completed and forwarded to the HRDS, [ng.hi.hiarng.mbx.nghi-technician-travel@army.mil](mailto:ng.hi.hiarng.mbx.nghi-technician-travel@army.mil), for review and HRO approval. This approved document must be uploaded to DTS for authorization approval.

1. Does this travel pertain to Technician "Training"?

YES: **Stop**. Do Not Use This Form. Complete *SF 182 Authorization, Agreement and Certification of Training* and submit to HRDS at [ng.hi.hiarng.mbx.nghi-technician-travel@army.mil](mailto:ng.hi.hiarng.mbx.nghi-technician-travel@army.mil).

No: Proceed to #2

2. TECHNICIAN NAME:

3. DATES OF TRAVEL:

4. DESCRIPTION/JUSTIFICATION OF TRAVEL:

5. ESTIMATED COST OF TRAVEL:

6. I certify this travel is directly related to duties described in my position description.

7. SUPERVISORS SIGNATURE OF APPROVAL

Forward completed Non-Training Technician Travel Funds Approval Form to the Human Resources Development Specialist at [ng.hi.hiarng.mbx.nghi-technician-travel@army.mil](mailto:ng.hi.hiarng.mbx.nghi-technician-travel@army.mil)

HRDS Recommendation:

APPROVE

DISAPPROVE

SIGNATURE OF APPROVING AUTHORITY (HRO):

# Process of requesting Technician Training and Travel Funds

1. Identify if request is for Training or Non-Training events.
2. Estimate total cost of training or travel
3. Complete appropriate form for HRDS and submit completed form to [ng.hi.hiarng.mbx.nghi-technician-travel@army.mil](mailto:ng.hi.hiarng.mbx.nghi-technician-travel@army.mil).
  - a) Training: SF 182, Authorization, Agreement & Certification of Training
  - b) Non-Training Travel: Non-Training Technician Travel Funds Approval Form
4. Digitally sign form and acquire supervisor's digital signature approval.
5. Forward form with appropriate justification (Letter of Instruction (LOI), Memorandum of Instruction (MOI), course or event description) to HRDS for review/approval.
6. HRDS reviews form and verifies availability of funds.
7. HRO approves or disapproves request based on HRDS recommendations.
8. Form is returned to requestor. If approved, requestor completes DTS authorization. Authorization must contain signed SF 182 or Non-Training Travel Form and supporting justification documents. DTS will not be certified without those documents.
9. Requestor completes DTS Voucher upon completion and return from event.