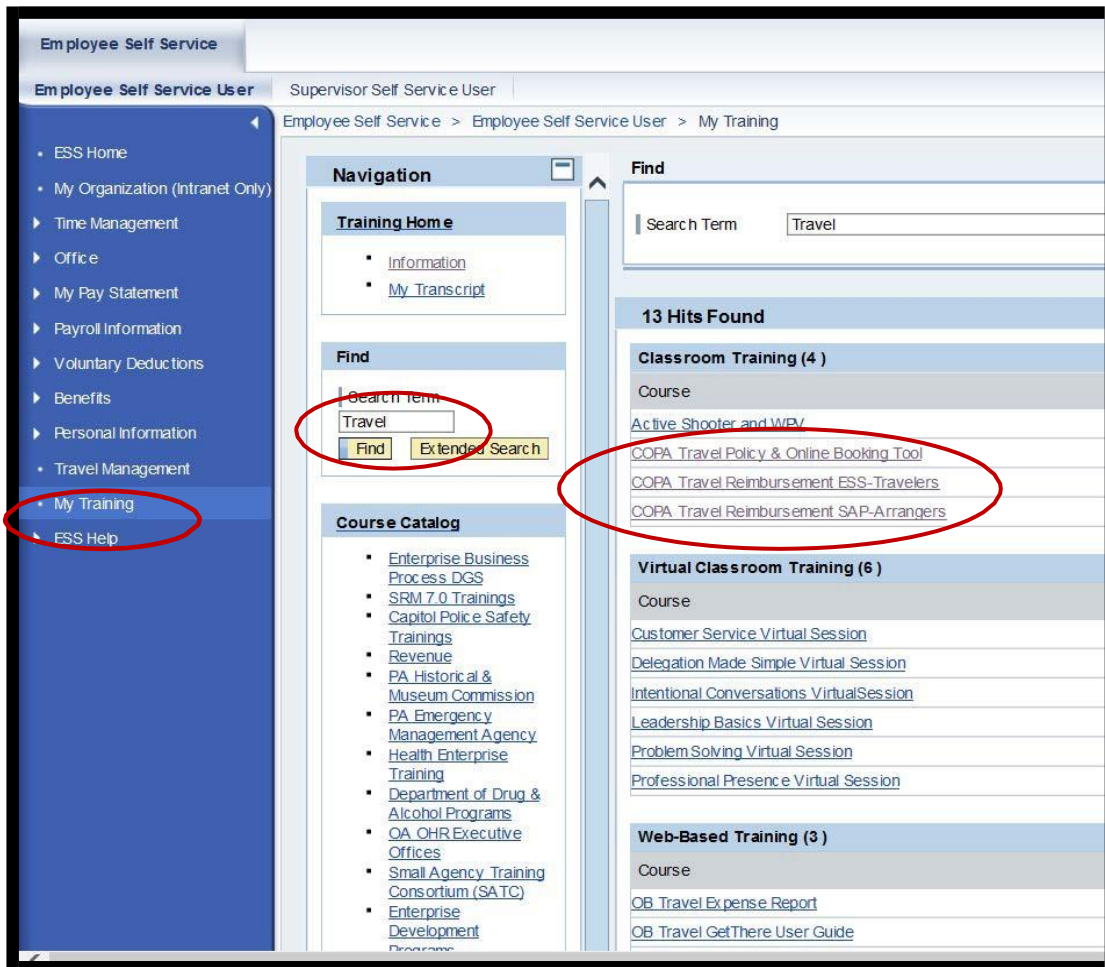


Classroom Training

- Open Internet Explorer and type or paste the following address into your web browser address bar www.MyWorkplace.state.pa.us/ (Employee Self Service)
- Click on My Training (blue menu on left)
- Type 'Travel' in the Search Term box and click Find
- Under 'Classroom Training' **select any one of the courses offered.**



- Scroll to the bottom of the course details page to view course dates, availability, and to register.

Course Dates					
Course dates for the next <input type="text" value="360"/> days:					
Schedule	Location	Language	Free Places	Action/Status	
03/29/2018 - 03/29/2018	Hrsbrg: Forum Place	English	23	To Registration	
06/05/2018 - 06/05/2018	Hrsbrg: Forum Place	English	24	To Registration	
09/25/2018 - 09/25/2018	Hrsbrg: Forum Place	English	25	To Registration	
11/14/2018 - 11/14/2018	Hrsbrg: Forum Place	English	25	To Registration	

If there are no courses scheduled or if the scheduled dates do not suit you, you can [prebook](#).

- Select the date you would like to attend and click on [To Registration](#).
- Click on the orange [Request Participation](#) button located at the bottom of the page.
- A pop up box will appear asking you to confirm that you want to request participation in the course. Select [OK](#).

Fee

Free of C

Location

Hrsbrg: F

FP Training Room 7

Book

You may book this course. However, the results of the prerequisites check indicate the following:

there is already a booking for the same course type

The deadline for submitting requests for this course is 1 day(s) before the start of the course.

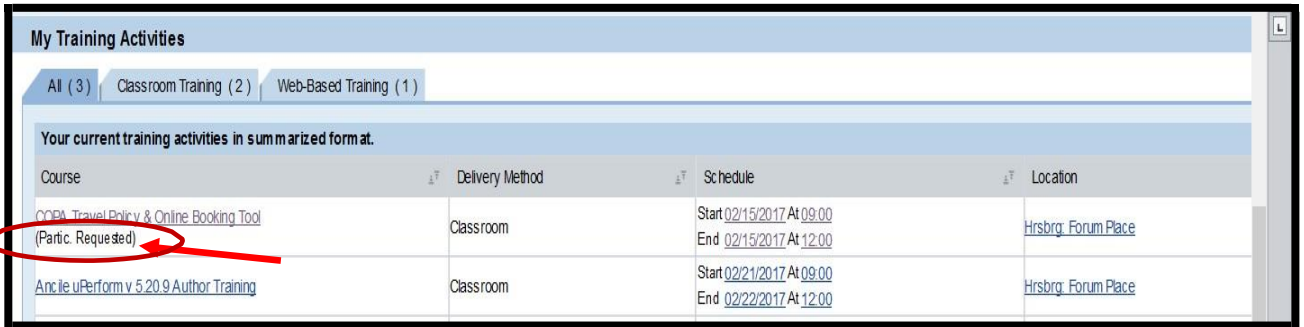
[Request Participation](#)

Message from webpage

Do you want to request participation in this course?

- “The participation request was submitted” message will appear at the top of the page ([this course requires supervisory approval](#)).

- Your Training Home Page will now reflect “(Partic. Requested)” under the course title.



My Training Activities

All (3) | Classroom Training (2) | Web-Based Training (1)

Your current training activities in summarized format.

Course	Delivery Method	Schedule	Location
CCPA Travel Policy & Online Booking Tool (Partic. Requested)	Classroom	Start 02/15/2017 At 09:00 End 02/15/2017 At 12:00	Hrsbrg. Forum Place
Ancile uPerform v 5.20.9 Author Training	Classroom	Start 02/21/2017 At 09:00 End 02/22/2017 At 12:00	Hrsbrg. Forum Place

- You will receive an email notification confirming approval or disapproval of your request.

The participation request was submitted.

LSO - Course Description

Target Audience: Commonwealth employees who travel on official business, travel arrangers who book travel for others, travel administrators, and/or trainers.

Course Description: This course will provide foundational knowledge for participants on Commonwealth Travel Policy and the online booking tool, GetThere.

Please consider enrolling in either of the two afternoon trainings on Travel Reimbursement.

Standards for Successful Completion: Course Attendance
Approximate Length of Course: 3 hours
Required Student Equipment: None

LSO - Course Objectives

Course Objectives: Morning session, participants will learn aspects of travel policies and procedures when traveling on official business, review of the Management Directive 230.10 and Manual 230.1. Topics to be addressed include: How to book air travel, ground travel, and lodging using the online booking tool, GetThere.

LSO - Add. Course Info

****NOTE**** Public parking in the Forum Place Parking Garage is not available. There is public parking in the Fifth Street Parking Garage which is located across the street from the Forum Place or on the street at the meters. Parking fees are the participants responsibility.

LSO - Old Course Name

OB-KAL Commonwealth Travel Policy