Conference Registration Transfer Request Form

Name of SLAC Hosted Conference: SSRL / LCLS Users Meeting
Conference Date: September 25-28, 2018
Prepared By: Molly Zatarain

Instructions

1   Fill in employee/attendee name, project-activity (P-A) # (Div or STAP), and registration amount. For STAP funds use Project-Activity 99101-1000.
2   * If using STAP, the immediate supervisor must indicate approval of conference attendance and payment by marking X in cell.
3   Email form to Accounting (accounting@slac.stanford.edu) and Cc employee and supervisor.
4   Contact Accounting (accounting@slac.stanford.edu) for questions regarding approval.

	Employee Name	P-A #	Registration Amount	Supervisor Name	* Supervisor Approved (X)
1			$250		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
	TOTAL				

* Marking the Supervisor Approved box indicates Supervisor approval. This is a required STAP approval for auditing.