

Conference Registration Transfer Request Form

Name of SLAC Hosted Conference: SSRL / LCLS Users Meeting
Conference Date: October 5-7, 2016
Prepared By:

Accounting Office Use Only
 Conference Account #
 GL Code #56113

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) |
|----|---------------|-------|---------------------|-----------------|---------------------------|
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| | | TOTAL | | | |

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