

### SLAC Registration/Training – PCard Payment Form

Card Holder: \_\_\_\_\_

Attendee: \_\_\_\_\_

Registration Type:

Date Created: \_\_\_\_\_

- Training
- Workshop
- Conference
- Other: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Offered by: \_\_\_\_\_

Location: \_\_\_\_\_

Course Start Date: \_\_\_\_\_

Course End Date: \_\_\_\_\_

**Payment Source**

Employees can pay for Non SLAC/ Stanford training, workshop or conference registration using STAP and/or division funds.

Payment Source:	
<b>Expense Type:</b>	
Project – Activity#: _____	Amount \$ _____
STAP: <u>99101-10000</u>	Amount \$ _____
<b>Total Amount \$ _____</b>	

**Approvals**

Supervisor Approval:		
_____	_____	_____
Print Name	Signature	Date

**Instructions for a SLAC PCard Registration Reimbursement**

Complete any conference and/or travel approvals through the Concur system prior to requesting SLAC PCard registration payment.

Give the completed/signed form to the cardholder.

This form is required documentation for PCard registration payment reconciliation.