SLAC NATIONAL ACCELERATOR LABORATORY

SLAC Registration/Training – PCard Payment Form

Card Holder: _____   Attendee: _____

Registration Type: Date Created: _____

☐ Training   Course Title: _____

☐ Workshop   Course Offered by: _____

☐ Conference   Location: _____

☐ Other: _____   Course Start Date:_____

                                                 Course End Date: _____

Payment Source

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

Payment Source:	
Expense Type:	
Project – Activity#:_____	Amount $_____
STAP: **99101-10000**	Amount $_____
	Total Amount $_____

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.