Conference Fee Reimbursement Process

Go to the Following Link for your Conference Registration Reimbursement Fee https://www-bis2.slac.stanford.edu//slaconly/training/ECInfo.aspx?Quicklink=Reimburse

		1 Help	
Course title	APS 2012 MARCH MEETING	G	
Offered by	American Physical Soc	Location	Boston, MA
Start date	02/27/2012		
End date	03/02/2012		
Course/Conf. hours during work hours	40	Course/Conf. hours during non-work hours	0
Travel hours during work hours	0	Travel hours during non-work hours	12
Training type	Academic (not Degree F ▼	Training reason	Development
	Clear All	Next »	
		Save & Exit	

STEP 1: ENTER COURSE

Select an Attendee

		■ Help	
Last name	Holley	Search result Holley, Dustin Holley, Margo Ann	Attendees Holley, Margo Ann
First name			
Group or dept	ALL •	Add	Remove
Instructions for s	select attendee(s)	7.00	Teller
Step 1 - Enter las	t name, first name or department, click se	arch	
Step 2 - Click on	the name you want to select in search resu	ults and click add	
Step 3 - Name of	the attendee(s) should appear in Attende	es box	
Step 4 - Click ne	kt to go to next step or conduct search aga	in to add more attendees	
« Back		Clear All	Next »
		Save & Exit	

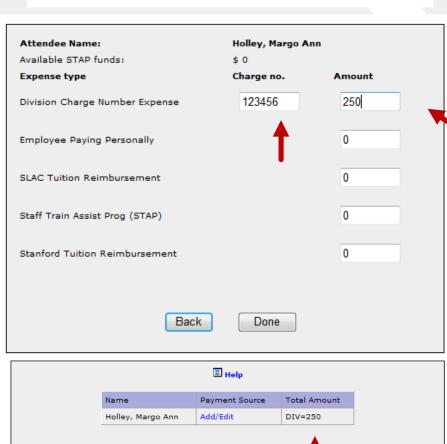
Select Payment Method

Payment method	Reimbursen	nent ▼	Sel	ect	≣ Help
Invoice number to put	on the check				
Payee name			Margo	Ann Holley	
Reimburse Options					
Direct Deposit (av	ailable to emplo	yees with di	ect dep	osit for payro	II)
Check Hold for pic	Name :k-up			Extension	
Check Mail to	Name M	argo Ann Ho	lley	Mail stop	MC4045
Verify that attendee pa	id for the registr	ation fee witl	h:		
Check					
© Credit card					
Cash					
Comments					Å.
« Back	Clear All			Next	»
	Save & Ex	it			

STEP 3: SELECT PAYMENT METHOD

SELECT SOURCE of PAYMENT







STEP 4: SELECT PAYMENT SOURCE

SELECT an APPROVER

				■ Help
Last name		Search result	Order of approval	
Last name			Matlin, Nancy M.	Λ
First name				
Group or dept	ALL ▼			V
Search Supervisors	Search All	Add	Remove	
		Please do not send emails to the a		
Instructions for select approver				
Step 1 - Enter last name, first nam	ne or department, click search			
Step 2 - Click on the name you wa	nt to select in search results and click a	add		
Step 3 - Name of the approver sho	ould appear in Approver box			
Step 4 - Click next to go to next st	tep or conduct search again to add mor	re attendees		
« Back		Clear All	Next »	

FINISH



			= neip		
Date Created	3/28/2012		Created By		ley, Margo Ann
Course Title	APS 2012 MARCH N	MEETING			
Course offered by	American Physical S	Boc	Location		ton, MA
Course Start Date	02/27/2012		Course End Date		02/2012
Course work hours	40		Course non-work hours	0	
Travel work hours	0		Travel non-work hours		
Training Type	Academic (not Degree Program)		Training Reason	Dev	relopment
Payment method					
Payment method		Reimb	ursement		Invoice no.
Payee Name					
Disposition of Check			Mail to:Margo Ann Holley Mail stop:MC4045		
Attendee paid for this using			Card		
Comments					

Attendees Payment source

Attendee	payment source			
Holley, Margo Ann	Expense Type	Charge number	Amount	
Holley/ Hargo All/I	DIV	197467	250	

Approval Persons

Attendees	Approval person
Holley, Margo Ann	Matlin, Nancy M.

Instructions for a Registration Fee Reimbursement

You have now filled out the electronic request for reimbursement of a registration fee for an external course or conference. Please print out the summary of this request and send the following items to the Human Resources (HR) Training Office, MS 11:

- A print out of the summary sheet
- . The receipt (including the price and how the fee was paid)
- A breakdown of what was included in the registration
- · A course/conference description

Please note that before this reimbursement request can be processed the above items must be received by the HR Training Office and the request must be approved

« Back

Finish

PRINT

Your registration has been submitted for approval! Date Created 3/5/2012 Created By John Doe Course Title Ultrafast Phenomena Course offered by Gordon Research Conferences Location Galveston, T. Course Start Date 02/19/2012 Course End Date 02/23/2012 Course work hours 8 Course non-work hours 0 Travel work hours 0 Travel non-work hours 0 Training Type Academic (not Degree Program) Training Reason Other Payment method Payment method Reimbursement Jinvoice no. Payeve Name Disposition of Check Mail to John Doe Mail stop: See address below Attendee paid for this using Credit Card Comments Mail check to John Doe, 12345 Deer Road, Stanford, CA 94305 Attendees Payment source Expense Type Charge number Amount 1215 Approval Persons Attendees Approval person John Doe Matlin, Nancy M. Instructions for a Registration Fee Reimbur sement You have now filled out the electronic request for reimbursement of a registration fee for an external cour onference, Please print out the summary of this request and send the following litems to the Human Research Training Office, MS 11: • A print out of the summary sheet • The receipt (including the price and how the fee wes paid) • A Doreakdown of what was included in the registration • A course/conference description Please note that before this reimbursement request can be processed the above items must be receipt by the HR Training Office and the request must be approved	1. Enter Course	2. Šelect Attendees	3. Select Paymer Method	nt 4. Select Payment Source	5. Select 6. Approver Finis		
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