




Conference Fee Reimbursement Process

Go to the Following Link for your Conference Registration Reimbursement Fee

<https://www-bis2.slac.stanford.edu//slaonly/training/ECInfo.aspx?Quicklink=Reimburse>

 [Help](#)

Course title	<input type="text" value="APS 2012 MARCH MEETING"/>		
Offered by	<input type="text" value="American Physical Soc"/>	Location	<input type="text" value="Boston, MA"/>
Start date	<input type="text" value="02/27/2012"/>		
End date	<input type="text" value="03/02/2012"/>		
Course/Conf. hours during work hours	<input type="text" value="40"/>	Course/Conf. hours during non-work hours	<input type="text" value="0"/>
Travel hours during work hours	<input type="text" value="0"/>	Travel hours during non-work hours	<input type="text" value="12"/>
Training type	<input type="text" value="Academic (not Degree F)"/>	Training reason	<input type="text" value="Development"/>

STEP 1: ENTER COURSE

Select an Attendee

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Last name	<input type="text" value="Holley"/>	Search result	Attendees
First name	<input type="text"/>	<ul style="list-style-type: none">Holley, DustinHolley, Margo Ann	<input type="text" value="Holley, Margo Ann"/>
Group or dept	<input type="text" value="ALL"/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>
	<input type="button" value="Search"/>		
Instructions for select attendee(s)			
Step 1 - Enter last name, first name or department, click search			
Step 2 - Click on the name you want to select in search results and click add			
Step 3 - Name of the attendee(s) should appear in Attendees box			
Step 4 - Click next to go to next step or conduct search again to add more attendees			
<input type="button" value="« Back"/>	<input type="button" value="Clear All"/>	<input type="button" value="Next »"/>	
<input type="button" value="Save & Exit"/>			

Select Payment Method

Payment method [Help](#)

Invoice number to put on the check

Payee name

Reimburse Options

Direct Deposit (available to employees with direct deposit for payroll)

Check Hold for pick-up Name Extension

Check Mail to Name Mail stop

Verify that attendee paid for the registration fee with:

Check

Credit card

Cash

Comments

STEP 3: SELECT PAYMENT METHOD

SELECT SOURCE of PAYMENT



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Name	Payment Source	Total Amount
Holley, Margo Ann	Add/Edit	




Attendee Name: Holley, Margo Ann
Available STAP funds: \$ 0

Expense type	Charge no.	Amount
Division Charge Number Expense	<input type="text" value="123456"/>	<input type="text" value="250"/>
Employee Paying Personally	<input type="text" value="0"/>	<input type="text" value="0"/>
SLAC Tuition Reimbursement	<input type="text" value="0"/>	<input type="text" value="0"/>
Staff Train Assist Prog (STAP)	<input type="text" value="0"/>	<input type="text" value="0"/>
Stanford Tuition Reimbursement	<input type="text" value="0"/>	<input type="text" value="0"/>


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Name	Payment Source	Total Amount
Holley, Margo Ann	Add/Edit	DIV=250



STEP 4: SELECT PAYMENT SOURCE

SELECT an APPROVER

 [Help](#)

Last name	<input type="text"/>	Search result	Order of approval
First name	<input type="text"/>	<input type="text"/>	Matlin, Nancy M. 
Group or dept	ALL <input type="button" value="v"/>		<input type="button" value="^"/> <input type="button" value="v"/>
<input type="button" value="Search Supervisors"/>	<input type="button" value="Search All"/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>

Please do not send emails to the approvers for this request.
Approval signatures will be obtained manually.

Instructions for select approver

Step 1 - Enter last name, first name or department, click search

Step 2 - Click on the name you want to select in search results and click add

Step 3 - Name of the approver should appear in Approver box

Step 4 - Click next to go to next step or conduct search again to add more attendees

STEP 5: SELECT APPROVER

FINISH

 [Help](#)

Date Created	3/28/2012	Created By	Holley, Margo Ann
Course Title	APS 2012 MARCH MEETING		
Course offered by	American Physical Soc	Location	Boston, MA
Course Start Date	02/27/2012	Course End Date	03/02/2012
Course work hours	40	Course non-work hours	0
Travel work hours	0	Travel non-work hours	12
Training Type	Academic (not Degree Program)	Training Reason	Development
Payment method			
Payment method	Reimbursement	Invoice no.	
Payee Name			
Disposition of Check	Mail to:Margo Ann Holley Mail stop:MC4045		
Attendee paid for this using	Credit Card		
Comments			
Attendees		Payment source	
Attendee	payment source		
Holley, Margo Ann	Expense Type	Charge number	Amount
	DIV	197467	250
Approval Persons			
Attendees	Approval person		
Holley, Margo Ann	Matlin, Nancy M.		
Instructions for a Registration Fee Reimbursement			
<p>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:</p> <ul style="list-style-type: none"> ● 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 <p>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</p>			
<input type="button" value="« Back"/>		<input type="button" value="Finish"/>	



PRINT

- v
1. Enter Course 2. Select Attendees 3. Select Payment Method 4. Select Payment Source 5. Select Approver **6. Finish**

Help

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, TX
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	Invoice no.	0
Payee 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

Attendee	Payment source		
John Doe	Expense Type	Charge number	Amount
	DIV	123456	1215

Approval Persons

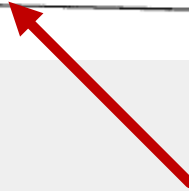
Attendees	Approval person
John Doe	Matlin, Nancy M.

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STEP 7: CLICK ON PRINTABLE REPORT