Registration Transfer Request

Name of Conference: WORKSHOP ON ACCELERATOR OPERATIONS 2012
Conference Date: AUGUST 6-10, 2012

Instructions
1. Fill in attendee name, charge # or STAP, and amount. Then print form, get original signatures per instructions below and send to Training at M/S 11.
2. Have each employee sign under Employee Signature.
3. a) If using STAP, the immediate supervisor must sign to approve the conference attendance and payment.
   b) If using a charge #, an authorized approver for the charge # must sign to approve the conference attendance and payment.
   (see AID matrix: https://www-internal.slac.stanford.edu/ocfo/bu/FinancialReference.htm)

First Name	Last Name	Charge # or STAP	Registration Amount	Employee Signature (everyone on form)
		TOTAL		

Approver Signature

Print Approver Name

Form Prepared By

Total STAP | $
Total Charge # | $