

Registration Transfer Request

Name of Workshop:
Workshop Date:
Form Prepared By:

Budget Office Use Only Conference Act # GL Code #56113

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. Have the Group Leader sign to approve the conference attendance and payment.

	First Name	Last Name	Charge # or STAP	Registration Amount	Employee Signature (everyone on form)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
	TOTAL				

Group Leader Signature
(if using a charge number)

Print Group Leader Name

Total STAP	\$
Total Charge #	\$

Training Office Use Only STAP Approved: Date Entered:
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