

Registration Transfer Request

Name of Conference:

Conference Date:

Form Prepared By:

Budget Office Use Only

Conference Account #

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

Print Group Leader Name

Total STAP \$
Total Charge # \$

Training Office Use Only

STAP Approved:

Date Entered: