



This form is used to pay for off-campus conference, workshop, seminar, or class fees. Please note: CSU sponsored workshops, conferences, and seminars can be paid with a department ProCard. Do not use this form for personal reimbursement. Complete all sections below; attach vendor's registration form and/or invoice, and mail original (plus one copy) to Accounts Payable.

Department Information

Requisition Number:	Dept ID:	Year:	Dept Assigned #:	Identifier: RP	Request Date: _____
Contact Name:	_____			Email:	_____
Department:	_____			Phone:	_____

Event Information

Name of Event:	_____	Location:	_____
Beginning Date of Event:	_____	End Date of Event:	_____
¹ SJSU Attendees:	_____	Amount Per Attendee:	\$ _____

²Payment Information

³ Make Check Payable To:	_____					
Remit –To Address:	_____					
City:	_____	State:	_____	Zip:	_____	
Chartfield Information:	_____					
Account:	Fund:	Dept ID:	Class (optional):	Project (optional):	Program (optional):	Total Amount Due:

Department Approval

Approving Official's Signature:	_____	Date:	_____
Name (please print):	_____		

¹ Multiple attendees to the same event may be included on one Registration Payment Request provided that the vendor's invoice/registration form for the event is attached and includes the names of all attendees.

² Accounts Payable will issue a check within 5 working days of receipt of completed and accepted Registration Payment Request. All checks are mailed directly to vendors; checks cannot be picked up.

³ Accounts Payable makes payment only to the vendor or organization sponsoring the event. No payments will be made to individuals. The remit-to address must appear on the vendor invoice/registration.