



*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:	_____
<sup>1</sup> SJSU Attendees:	_____	Amount Per Attendee:	\$ _____

**<sup>2</sup>Payment Information**

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

**Department Approval**

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

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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.