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Home|My Info |Approval | Reports |FAQs Pay For External Course/Conf

2. Select Attendees	3. Select Payment Method	4. Select Payment Source	5. Selec Approve
Payment method	Reimbursement	Select	Help
Invoice number to	put on the check		
Payee name			
Reimburse Option	s		
Direct Depos	it (available to employees with direct de	eposit for payroll)	
Check Hold for	Name or pick-up	Extension	
Check Mail to	Name	Mail stop	
Verify that attended	paid for the registration fee with:		
Check			
Credit card			
Cash			
Comments			
□ Back	Clear All	Next □	