Staff Training Assistance Program (STAP) & Division Funds

Payment Checklist
(Includes training & conference registration)

- Review this checklist and make sure you have completed everything prior to submission
- If you have any questions please contact your Department's Admin Associate
- Once all documentation has been correctly submitted, most reimbursements are completed within 5-10 business days
- Failure to provide all required information will result in reimbursement or payment delays. **Incomplete submissions will be returned to the requester.**
- Send the following documentation to Training, MS 11

    1. Summary sheet printout generated once you finish online request form

    2. Attach copy of conference/course agenda found on website showing cost of registration fees. Also include a breakdown of the registration fees.

    3. Attach proof of payment:
        a. Email confirmation
        b. Credit card statement
        c. Copy of cancelled check (front AND back)

    4. If a check is to be mailed to the conference to pay registration fees, provide clear payment information from the web or from conference email: to whom the check is to be addressed, address, and amount.

    5. For International Conferences include documentation on exchange rate used to convert foreign receipts to U.S currency. Calculate the conversion rate using the following web-site: http://www.oanda.com/converter/classic. Enter the currency of the visited country in the "Currency I Want" area.