STAFF TRAINING ASSISTANCE PROGRAM (STAP)  
ADMINISTERED BY UNIVERSITY HUMAN RESOURCES - TUITION & TRAINING PROGRAMS  
3160 PORTER DRIVE, SUITE 250  PALO ALTO, CA 94304-8443  
WEBSITE: stap.stanford.edu  PHONE: (650) 723-0657  
Email: stanford-stap@stanford.edu  

STAP REIMBURSEMENT REQUEST FORM  

EMPLOYEE INSTRUCTIONS - Submit to your department administrator. Do NOT send directly to STAP office. 

The Staff Training Assistance Program (STAP) provides for reimbursement of tuition costs, registration fees, and required textbooks for any training activity either related directly to your job or a career development effort undertaken with the knowledge and approval of your supervisor. Career development must only be for training activity that will assist you in qualifying for a new position or advancement within your current trade or business at Stanford. 

INSTRUCTIONS: 
1. Print form and complete in full. Errors or omissions will result in a delay in processing your reimbursement. 
2. See Guide Memo 2.1.12 or applicable bargaining unit agreement for policy guidelines. 
3. Per Administrative Guide Memo your supervisor must approve your training and career development. 
4. Submit page 2 of this original form and receipt(s) to your department administrator within 20 days of the course end date; keep a copy for your records. 
5. Allow 10 days for STAP processing. Reimbursements paid more than 60 days after the expense was incurred may be taxable. 

The University policy for this program is set forth in the Administrative Guide, Section 2.1.12. Call (650) 723-0657 or email Stanford-stap@stanford.edu if you have further questions. 

DEPARTMENT ADMINISTRATOR: INSTRUCTIONS FOR SUBMITTING REQUEST 

| Expense Reports | Expense Reports (reimbursements), Advances, Petty Cash, and Non-PO Payments are approved by STAP via the Expense Requests system. In the Business Purpose, include the description of the course and dates. Upload backup documentation to the Expense Request transaction. Employee's Supervisor should be included as an FYI on any STAP transaction. |
| Pcard | The verifier will change the department PTAEO to the STAP fund PTAEO to 1089542-8-AAPAA-51891. In the Business Purpose, include the description of the course and dates, the employee's full correct name and university employee ID number. Fax the verified PCard transaction receipts and other supporting documentation to 650-725-1399. Employee's Supervisor should be included as an FYI on any STAP transaction. |
| ljournal | In the Business Purpose, include the description of the course and dates, the employee's full correct name and university employee ID number. The PTAEO to use for debiting STAP funds is 1089542-8-AAPAA-58510. Fax the backup supporting documentation to 650-723-7669. Employee's Supervisor should be included as an FYI on any STAP transaction. |
STAFF TRAINING ASSISTANCE PROGRAM - STAP  
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TUITION & TRAINING PROGRAMS

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<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Name of School or Training Organization</th>
<th>Course Name &amp; Location</th>
<th>Start - End Dates</th>
<th>Tuition or Registration Fee</th>
<th>Required Text(s)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maintain or improve skills needed in current job</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>Prepare for career development in current job</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>Required books (provide syllabus)</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>Required books for Stanford Continuing Studies Program course (provide syllabus)</td>
<td></td>
<td></td>
<td>$</td>
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<td>$</td>
</tr>
</tbody>
</table>

TOTALS $  $  $

IMPORTANT: Requests should be submitted to your department administrator within 20 days of the course end date. Allow 10 days for STAP processing. Reimbursements paid more than 60 days after the expense was incurred may be taxable. Please plan accordingly for PCard transactions.

I am a regular Stanford University employee working 50% time or more. I am applying for reimbursement of allowable training or career development expenditures. Attached is the required backup documentation (see STAP website for details on what is allowable for reimbursement):

- Copy of course description or registration form
- Original receipt or invoice showing proof of payment
- Supervisor has approved training

*Signature Required Below*

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