

**STAP REIMBURSEMENT REQUEST FORM**

**EMPLOYEE INSTRUCTIONS - Submit your REQUEST FORM to your department administrator, not the 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. The STAP funds are available on a fiscal-year basis and available for use between the dates of **September 1 thru August 31<sup>st</sup>**; any unused STAP funds will not rollover into the next fiscal year.

The reimbursement is based on start date of the event and not the registration date.

**The University policy for this program is set forth in the Administrative Guide, Section 2.1.12.**

**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. Provide page 2 of this original form and receipt(s) **to your department administrator to process within 20 days of the course end date**; keep a copy for your records.
5. Allow 10 days for STAP approval. Reimbursements paid more than 60 days after the expense was incurred may be taxable.

**DEPARTMENT ADMINISTRATOR: INSTRUCTIONS FOR SUBMITTING REQUEST**

<b>Expense Reports</b>	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.
<b>Pcard</b>	The verifier will change the department PTAE0 to the STAP fund PTAE0 to 1089542-8-AAPAA-51891. In the Business Purpose, include the description of the course and dates, the employee's full <b>correct name and Stanford University employee ID number</b> . Upload the backup documentation to the Purchase Card (Purchase Card) transaction. Employee's Supervisor should be included as an FYI on any STAP transaction.
<b>ijournal</b>	In the Business Purpose, include the description of the course and dates, the employee's full <b>correct name and Stanford University employee ID number</b> . The PTAE0 to use for debiting STAP funds is 1089542-8-AAPAA-58510. Upload backup documentation to the ijournal transaction.

## STAP REIMBURSEMENT REQUEST FORM

**EMPLOYEE INFORMATION (Please Print)**

Name		Supervisor Name / Department
Address		Campus Phone
City/State/Zip		ID Mail Code
Stanford Employee ID No. <span style="color: red;">(REQUIRED)</span>		E-Mail

**REIMBURSEMENT INFORMATION (See page 1 for instructions on submitting your reimbursement request)**

**Reason Codes:**    1 = Maintain or improve skills needed in current job                      3 = Required books    (provide syllabus)  
                                  2 = Prepare for career development in current job                                      4 = Required books for Stanford Continuing Studies Program course (provide syllabus)

Reason Code	Name of School or Training Organization	Course Name & Location	Start - End Dates	Tuition or Registration Fee	Required Text(s)	Total
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
<b>TOTALS</b>				\$	\$	\$

**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  
 If submitting expenses for required course text books (including e-books), CD's, DVD's or tapes, submit proof of requirement (syllabus)                     
 (\*Signature Required Below)

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*Supervisor signature confirms that this expenditure is related to this employee's current job or to an approved career development plan.

SUPERVISOR NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Submit your REQUEST FORM to your department administrator.**