

Membership in a Professional Society or Association Request

Guidelines

1. This request must include justification that shows a strong benefit to the scientific mission of SLAC and the Department of Energy.
2. This request must be signed by your immediate supervisor and the appropriate Business/Finance Manager to ensure that the financial and technical benefits to the Laboratory are clearly and accurately described.
3. Once completed and approved, you may purchase the membership via SLAC Pcard only, and include this documentation when you reconcile your p-card.
4. In some instances professional memberships include a contribution towards lobbying activities. This portion of the membership fee is unallowable and will not be reimbursed.

Requestor Information

Name	Email	Directorate/Department			
Society / Association Name	P-A Number	Cost of Membership	Lobbying portion	Next Renewal Date	

Clearly and accurately describe how professional membership in this organization benefits the mission of the laboratory and DOE:

Approvals

Name of Supervisor	Signature	Date
Name of Business Manager	Signature	Date