Go to the Following Link to Submit a Conference Attendance Request:
All Fields Showing (*) Asterisks must be filled in
**Template “A”**

---

**SLACSPACE**

**CONFERENCE ATTENDANCE REQUEST**

**Traveler Information**

- **Name:** Bert, Julie A.
- **Department:** SIMES Research
- **Email:** jbert@slac.stanford.edu
- **Event:** APS March Meeting 2012 (02-27-2012 to 03-02-2012)
- **Role at Conference:** Graduate Student Researcher
- **Speaker/Responder:**
- **WBS Level 5 #:** 197447
- **Funding Program:** BES

**Estimated Costs**

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>115</td>
</tr>
<tr>
<td>Airfare</td>
<td>415</td>
</tr>
<tr>
<td>Actual Lodging</td>
<td>158</td>
</tr>
<tr>
<td>Daily Rate</td>
<td>71</td>
</tr>
<tr>
<td>Other Costs</td>
<td>100</td>
</tr>
</tbody>
</table>

**Total Estimated Cost:** 1,810.5

**Exemptions (optional)**

<table>
<thead>
<tr>
<th>Exemption Type</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
</table>

**Decision:**

- **DCC Validation:**
  - Name: Culp, Margo Ann
  - Date: 2011-12-15

- **WBS Approval:**
  - Name: Mattin, Nancy M.
  - Date: 2011-12-30

- **Conference Management Approval:**
  - Name: Herwath, Karin S.
  - Date: 2012-01-17

**Decision:**

- **DCE Approval:**
  - Name: Laurie Escudero
  - Date sent to DCE: 2012-01-31

---

I will be presenting two talks. A 10 minute contributed talk titled: Local imaging of the superfluid density at th...

---

**Completed Attendance Request Approved**
Detailed Instructions for Completing the CAS Conference Attendance Request Form

Introduction:
The following describes the procedure for completing the Conference Attendance Request form on the Conference Approval System (CAS) website.

What You Need to Submit the Request:
1. SLAC user name and Windows password
2. Dates of travel
3. Title of talk if presenting (or justification for attendance if not presenting)

*TIP:* Use this format for your justification:
“Matthew Pelliccione is a graduate student research assistant in SIMES in the Photon Science Directorate at SLAC and works on Prof. Goldhaber-Gordon's DoE project. He is attending the conference to listen to talks and discuss science related to his research on local spectroscopic studies of low dimensional electron systems with collaborators and other peers.”

Instructions for Requesting Attendance:
To request attendance you do not need to be connected to SLAC’s internal network, but you do need to have a SLAC Windows account. When ready to submit your request go to the CAS website:

1. Login to website using your user name (preceded by “slac\") and your Windows password.
2. Enter your name on the form

*TIP:* Prior to entering dates, choose the event from the drop-down box (events are ordered chronologically), then adjust the start/stop dates as needed for your specific travel plans.
3. Review the fields that populated by default (registration fee, etc.) and adjust as needed (explain adjustments in the comments field).
4. Enter your account number (if known) in the “WBS Level 5 # or AID #” field. (This will be completed for you by the approver if you do not know it.)
5. Select “BES” as the Funding Program.
6. Add “Other Costs” as needed (e.g., $100 for local transportation costs to account for shuttles, taxis, etc. on domestic trips; $200 for local transportation costs for foreign destinations).

After You Submit Your Form:
You will receive an email acknowledgement after you submit your form. The form will be routed to Lorraine Struthers to review and “validate”, and then forwarded to Nancy Matlin for financial approval. It then returns to the Conference Management group for final approval. You will be notified by email after it is fully approved. You can check the status of your attendance request anytime by visiting the CAS website (https://slacspace.slac.stanford.edu/sites/operations/ocfo/Budget/confapp/default.aspx), where you’ll see a link to your request.

Reminders:
Remember, conference attendance and travel are still two separate systems, and both require pre-approval. Conference attendance forms must be submitted 90 days prior to the first day of the event. The travel authorization form (DTA) does not need to be submitted as early, but it’s a good idea to do so since travel arrangements should not be made until both your conference attendance and your travel authorization have been approved. Use the dollar amounts in CAS as a guide when completing the DTA.

If you have special considerations and/or need help in accessing/completing any of these forms, please contact Lorraine Struthers at lstruthe@slac.stanford.edu.