

**SLAC Department Administrators**

- FGST Physics and LSST  
Chris Hall
- KIPAC Physics  
John Skinner
- FGST ISOC  
Helen Butler
- JDEM  
Traci Kawakami

Is Travel Paid by SLAC?

NO

YES

If you are paid 100% by SLAC, submit a **Foreign Travel Authorization Form** at least **45 days** prior to your trip. No action necessary for domestic trips.

Is this a Conference?

NO

YES

- Complete **Conference Authorization Form** at least **75 days** in advance and email to your department administrator.
- Go to **SLAC Training Registration System** for reimbursement or advance payment.

YES

Is This a Foreign Travel ?

NO

YES

- Complete the **Domestic Travel Authorization Form** **2 weeks** in advance.

- Complete the **Foreign Travel Authorization Form** at least **45 days** in advance and give to your department administrator for Department Authorization.

Submit your **Domestic Travel Expense Report (TER)** or **Foreign TER** within **20 business days** after your return and submit a copy to your department administrator.

TERs submitted after **60 days** are reported as additional income.