University of Wyoming

Click or tap here to enter text. 1000 E. University Avenue Laramie, WY 82071

Click or tap to enter a date.

Dear Click or tap here to enter text. ,

I am writing to thank you for participating in Enter the training or event. You will receive a total payment of $ Enter the total amount. for your participation in this event. The payment is broken down into the following participant costs:

Participant Stipend: $ Enter the amount provided to defray costs of attending the training or event.

Participant Travel: $ Enter the amount provided to cover costs to travel to and from the training or event.

Participant Subsistence: $ Enter the amount provided to cover the cost of meals and/or housing necessary to attend.

Participant Other: $ Enter the amount provided to cover registration, conference fees, and similar expenses.

# To ensure a smooth processing of your participant costs, please provide the following information:

|  |  |
| --- | --- |
| **Printed Name**: |  |
| Home Address: |  |
| City, State, Zip Code: |  |
| Work Phone: |  |
| Signature (must be original): |  |

# In order to process payments, individuals must be registered with the University’s supplier system. To register, please follow the self-registration instructions available on the [Financial Affairs](http://www.uwyo.edu/budget-finance/financial-affairs/forms/) website under Procurement and Payment Services. Please follow [this link](http://www.uwyo.edu/budget-finance/financial-affairs/_fafiles/docs/procurement/supplier-self-registration-guide-for-individuals.pdf) if you are registering as an individual, or [this link](http://www.uwyo.edu/budget-finance/financial-affairs/_fafiles/docs/procurement/supplier-self-registration-guide-for-businesses.pdf) if you are registering as a business. If you are already registered and need to provide updated information please contact new-supplier-request@uwyo.edu.

We will process the payment as soon as possible after we receive the signed documentation. If you have questions, you may email me at Click or tap here to enter text., or phone at Click or tap here to enter text.. Please scan and return the signed forms to me at the above e-mail address or fax to Click or tap here to enter text. ***no later than*** Click or tap here to enter text.. If you prefer to mail this document, please use the address below.

# Sincerely,

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.