



RFIC BZ

Request for Issuance of Check (RFIC) Form (Payment with BZ Account)

1. Submit to Conference Services, Mailstop 971- CONF
2. Include original itemized receipts
3. Vendor must have Form W-9 (U.S. vendors) or Form W-8 BEN (Foreign vendors) on file with LBNL prior to payment
4. **Addressed envelope for payee listed below is required**

Payee Information

Payee: _____ Date: _____

Business Address or Mailstop: _____

Mailing Address if Different from Above: _____

Employee ID: _____

Payment Explanation/Business Purpose/Remittance Advice Information

Project ID	Resource Category	Invoice Date	Invoice No.	Total Amount (\$)
TOTAL ACTUAL COST:				

Event/Meal Costs

EVENT ID (from Event Approval Database): _____

ORIGINAL approved estimate TOTAL: \$ _____

Provide a brief explanation if TOTAL ACTUAL COSTS exceeded the approved estimate: _____

FOOD AND BEVERAGE COSTS FOR **ONSITE** EVENTS:

Was the TOTAL ACTUAL COST per person/per meal within the allowable per diem limit? Yes No

Local Per Diem Rates	Location	Refreshments (a.m. or p.m.)	Lunch	Dinner
	Oakland/Berkeley	\$14.75	\$20.00	\$41.00
	Walnut Creek	\$14.75	\$20.00	\$46.00

Preparer Information and Signatures

Prepared by: _____

Preparer's Phone No.: _____

I certify these expenses are allowable and incurred for the official business of Berkeley Lab in accordance with policy. The expenses claimed are not reimbursed by others.

I certify these expenses are allowable and represent official Berkeley Lab business to be charged to the projects listed.

Payee's signature (Not required for vendors)

Conference Services Approver (Payee cannot be the Approver)

Date: _____

Date: _____

OCFO approver

Print name of approver (Authorized in the SAS)