

Payment of Conference Registration Fees

Existing campus policy provides three methods for paying conference registration fees:

1. Employee submits a travel application to Accounting Services for processing of a check to the vendor.
2. Employee pays fees with a personal credit card or personal check, and the employee is reimbursed on a Travel Expense Claim.
3. Employees may choose to pay conference registration fees by using a campus procurement card.

A travel application must be filed with Accounting Services for all three methods above, and the employee must signify on the travel application the method of payment he/she has chosen.

1. An original registration form must accompany the Travel Application for payments directly to the vendor from Accounting Services.
2. For immediate reimbursement of registration fees paid by employees, attach a copy of the original registration form and a payment receipt. Indicate on line (11) the form of payment used, the amount paid, and the chart fields to charge. The employee's name should be written on the "Check Payable To" line and home address written on the "Mailing Address" line.
3. For registration fees paid with a campus procurement card, attach a copy of the original registration form and a payment receipt. Indicate on line (11) the form of payment used, the amount paid, and the chart fields to charge. Submit the application to Accounting Services, attn Travel.