

Travel Information

Registration Fees

Certain travel expenses, such as a registration fee or airfare for a student group, may be paid in advance by Accounting Services by completing the Registration Fee area of the Travel Application. Requests for payment should be received at least two weeks prior to the trip to allow time for processing.

- Enter the amount to be paid by Accounting
- Enter the appropriate chartfield information
- Enter the correct remittance information
- Invoice or registration form must be attached
- Payee Data Record must be on file for new vendors

A registration fee paid with a campus Procurement Card should be indicated on the Travel Application with a copy of the payment receipt.

Prepaid Travel Expense Reimbursements

Prepaid expenses such as transportation tickets and conference fees may be reimbursed in advance by marking the appropriate payment method in the Registration Fee area of the Travel Application. Proof of payment must be attached, and the application must be received in Accounting Services **at least two weeks prior to the trip** to allow time for processing.

- Enter the amount to be paid by Accounting
- Enter the appropriate chartfield information
- Enter the applicant's name in the "Payable to" area
- Attach payment receipt

Prepaid travel expense reimbursements are issued to the traveler on the next scheduled pay cycle.