

04.205 Registration Fees

Registration fees should be processed on a check request or purchase order. If an employee pays a registration fee, he/she may be reimbursed on the travel voucher related to the meeting. If the fees were paid in a situation not involving other travel reimbursement items, the employee may file for reimbursement on a check request or purchase order.

In preparing the check request or purchase order for a registration fee, the following information must be provided:

1. Description of the event for which the fee is paid
2. Dates and location of the event
3. Name and social security number of the individual who is attending the event
4. If state funds are used, the statement "No food, lodging, or entertainment included in registration fee" must be typed on the order. If the registration fee covers any of these items, the statement must be adjusted accordingly. At the time of the travel voucher is filed, the meals or lodging included in the registration fee must be properly deducted from the travel reimbursement request.
5. The order should be made payable to the organization in most instances. For taxpayer identification purposes, the name of the organization should be written out, rather than abbreviated or as an acronym.
6. Supporting documentation (completed registration form) must be attached in order for payment to be processed.