

## **PAYMENT OF CONFERENCE REGISTRATION AND RELATED FEES**

### **Section:** Business Operations

**Policy:** University Housing prefers to pay conference registration, workshop and interviewing table fees on behalf of a traveler. If these fees cannot be paid by the department prior to travel, the fees paid by an employee are reimbursable to the employee through the reimbursement process. If food, lodging or other non-conference related expenses are required in advance, they must be paid by the employee and will be reimbursable, as appropriate, using normal travel reimbursement procedures.

**Purpose:** This policy permits conference registration, workshop and interviewing table fees to be charged to operating supply budgets when paid before attending a conference.

**Scope:** This policy applies to all conference registration fees. Pre-conference job-related workshop fees may also be prepaid along with registration fees. Fees covering interviewing tables are included in this policy.

**Background:** This policy has been established because it allows the cost of registration to be charged to operating supply budgets.

### **Procedure:**

- I. An employee should receive appropriate approval to attend a conference. If travel is involved, please reference the [Employee Travel Guidelines](#) policy.
- II. Once approvals are obtained, the conference attendee should contact their respective p-card holder to make arrangements to pay for conference registration, workshop and/or interviewing table fees.

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