

Payment of Registration Fees By Procurement Card

The Procard Travel Authorization form has been replaced with the Concur travel Request. The electronic Concur Travel Request (aka Request) is designed to collect ALL anticipated travel expense estimates associated with a specific trip.

Only one travel Request will be submitted for any one specific trip to cover airline booking through Concur, procard usage for registration, a cash advance request, and all other expense estimates.

Please read the [Payment of Registration Fees By Procurement Card](#) below and the associated instructions prior to placing your request for a full understanding of your responsibilities.

Reminders:

- The procard is not to be used for payment of optional nonbusiness events, social activities, etc., as it may result in the traveler being held responsible for repaying unallowable expenses. If you have any questions regarding payment of a registration, please call Travel PRIOR to committing the university and traveler to the questionable expense.
- If a membership fee is paid in conjunction with a registration fee, a justification for the membership must be included in the procard package submitted to Purchasing. **The membership fee should NOT be included on the travel Request or expense Report.**

Payment of Registration Fees By Procurement Card

The procurement card may be used to pay for registration fees to conferences, seminars, and workshops. Please read the following information carefully to ensure you are complying with all the necessary requirements for the use of the procurement card and any required travel documents.

When it comes to processing registration fees, Accounts Payable recognizes that the traveler, the procard holder, and the individual creating the Concur travel Request and expense Report, may be different individuals. The instructions that follow have been broken down for each role. It is imperative that everyone thoroughly read the instructions that are associated with their role. If someone acts in more than one role, be sure to read the instructions for each applicable role.

Instructions to the Traveler

- When registration will be paid for with a procard, please create and submit a Concur travel Request. Include in the Request the conference registration fee and the procard holder's name, along with ALL other estimated expenses for the trip.
- It is the responsibility of the traveler to forward the approved Concur travel Request ID number to:
 - The procard holder (so that individual knows the trip has been approved and may now move forward with paying for the registration)
 - The delegate that may create the expense Report. This individual will also need the conference document(s) and itemized receipt to attach to the Report.

Warning: Failure of the traveler to inform the individual creating the expense Report related to the registration fee may result in the traveler being denied requests to use a procurement card for registration fees in the future.

Instructions to procard holders paying for registration fees

- When submitting the registration form in the monthly procurement package to Purchasing, the procard holder must include the approved Concur travel Request ID number along with the traveler's name and the itemized receipt.
- A copy of the itemized receipt should also be sent to the traveler to be attached to his/her Concur expense Report.

Instructions to those preparing travel expense reports

- It is the responsibility of the traveler to inform you if a procurement card paid for his/her registration fee.
- Additionally, the traveler must forward a copy of the conference receipt and documents that contain specific conference information such as dates, times, etc, as this information will be needed to attach to the expense Report.

Please note:

- ***A Concur travel expense Report must be filed by the traveler to finalize any and all expense(s) associated with this trip (an approved Request is only an estimate, not a record of the final expenses). This means that even if the only expense is the registration fee paid with the procard, the Report still must be filed to finalize the expenses associated with the trip.***
- ***The traveler must submit the completed Concur travel expense Report within thirty calendar days of the end of the trip.***
- ***Failure to file a Report will skew data associated with department and campus travel records.***

If you have any questions regarding any of the above information, please contact Accounts Payable at x75155 and ask to speak to Travel.

Thank you.