

CONFERENCE ATTENDEES OR PARTICIPANTS

Updated January 19, 2024

TRAVEL APPLICATION

Expense

HELPFUL HINTS

A conference agenda will need to be added to the expense report, which is required for audit by Payment Services.

PROCEDURE

Attachments saved in the travel request transfer to the expense report. Note: if the conference agenda was not yet available when the request was submitted (traveler attach a registration confirmation or something similar), the traveler will need to add the conference agenda.

When editing or adding the expense type Registration/Conf Fees, click + to add the required attachment. Multiple attachments can be added to an expense type.

Expected Expense

*Expense Type: Registration/Conf Fees

Registration/Conf Fees


*Date: 01/24/2024

*Amount: 500.00 USD - American Dollar

Comment:

Attachments

Document Class	Title	Date created	File Size (MB)
application/pdf	agenda.PDF	01/08/2024	0.08 Mb



If the Registration/Conference Fees was prepaid (e.g., on a Pcard), please select Reg/Conf Fees – Paid by UNIV and add the agenda.