

Conference Attendees or Participants

Updated March 27, 2026

Travel Application

Expense

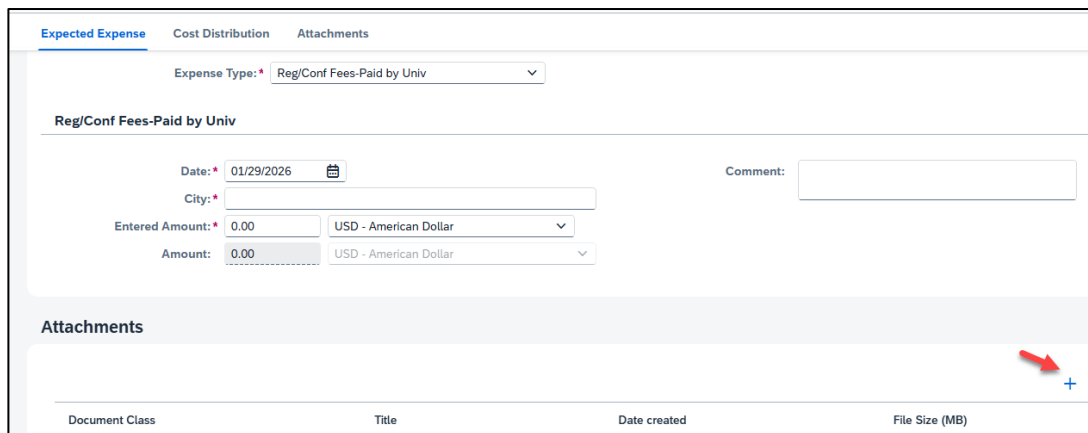
Helpful Hints

- A conference agenda needs to be included in the expense report, which is required for audit by Payment Services.
- If the Registration/Conference Fees was prepaid (e.g., on a PCard), be sure to select Reg/Conf Fees – Paid by UNIV.

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.



The screenshot displays a web form for an expense report. At the top, there are three tabs: 'Expected Expense' (selected), 'Cost Distribution', and 'Attachments'. Below the tabs, the 'Expense Type' is set to 'Reg/Conf Fees-Paid by Univ'. The form is titled 'Reg/Conf Fees-Paid by Univ' and contains several input fields: 'Date' (01/29/2026), 'City', 'Entered Amount' (0.00), and 'Amount' (0.00). A 'Comment' field is also present. Below the form is an 'Attachments' section with a table header: 'Document Class', 'Title', 'Date created', and 'File Size (MB)'. A red arrow points to a blue plus sign (+) in the bottom right corner of the attachments table, indicating where to click to add a new attachment.