

Virtual Conferences Registration Payment & Reimbursement Requirements

The Comptrollers Travel Department has received several request to pay registration payments for virtual trainings or conferences. In order to ensure that everyone is aware of what is required for processing, The Travel Department has provided a list of documents that are needed. The documentation should be emailed to Princess Pelmer-Ritchie and Ashley Spencer. **The documentation should be submitted at least 14 days prior to the virtual conference or training. The request should always be on an encumbrance and the encumbrance should be created in the Vendors name.** The description field should state who the registration payment is for.

Required Documentation

- Travel Authorization Request Form (TAR)
 - The form should have the following
 - The Requester information
 - The vendor information (A number and Name)
 - Title of the conference or training
 - Dates of the virtual training
 - Destination field should state virtual training
 - All required signatures
 - These can be electronic signatures
- **Invoice of the registration amount**
 - **This amount should match the amount in Banner**
- Virtual conference or training agenda

If the traveler has paid the registration fee in advance and are requesting a reimbursement, the following documentation is required...

Required Documentation

- Travel Authorization Request Form (TAR)
 - The form should have the following
 - The Requester information
 - Title of the conference or training
 - Dates of the virtual training
 - Destination field should state virtual training
 - All required signatures
 - These can be electronic signatures
- Expense Report showing expenses paid
- **Receipt of the registration amount that was paid**
- **Invoice showing the amount of the registration**
- Virtual conference or training agenda

All request is processed within 7-14 days of receiving the documentation.

Princess Pelmer-Ritchie, MBA
Interim Travel Supervisor
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