

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.320	1 of 1	January 1, 2018
Subject TRAVEL OUT-OF-STATE – REGISTRATION FEES			

1. All out-of-state travel and estimated expenditures must be approved on the Travel Department Authorization (TDA) document by the Department Head. See Procedure 210.315.
2. All out-of-state registration fees are to be paid by the individual or with the department or individual Travel Card.
 - (1) If prepayment of the registration fee is necessary to attend the event or if there is a savings at least equal to the annual rate of interest earned by the Treasurer of State, prior approval to prepay is not necessary.
 - (2) If the registration fee is paid at the door, the following information must be included on or attached to the follow-up Travel Payment (TP) document:
 - (a) The actual paid receipt, or a copy of the front and back of the individual's cancelled check, or a copy of the individual's credit card statement, and;
 - (b) The reference number of the approved TDA document and;
 - (c) A copy of the registration form or a similar item to indicate cost. A copy of the agenda and registration form which shows additional information, such as meals provided, is required to ensure the event is allowable. See Procedure 210.315.
 - (d) The individual may pay the registration fee and then seek reimbursement after the event concludes.
 - (3) The following is needed to reimburse the individual:
 - (a) The actual paid receipt or a copy of the front and back of the individual's cancelled check, or a copy of the individual's credit card statement, and;
 - (b) The reference number of the approved TDA document and;
 - (c) A copy of the registration form or a similar item which details the cost of the conference. A copy of the agenda may be requested if additional information is needed to ensure the function is allowable. See Procedure 210.315.
3. Registration fees are to include ONLY the pro-rated costs of attending the conference, seminar, etc., and not costs connected with entertainment. Group lunches and/or dinners included in the registration fees are acceptable. Group meals included in the registration fee must be noted on the final TP document. See Procedures 280.201(2), j / k / l and 210.305.
4. When registering for a conference or seminar through the internet, request a paid receipt. If the sponsor does not provide a paid receipt, a printed copy of the registration form or electronic registration acknowledgment which is matched with a copy of the individual's cancelled check (front and back) or a copy of the individual's credit card receipt with appropriate information on the individual's credit card statement will be accepted.