


## Registration Fees – Check Only Payments


If a vendor will not allow a credit card payment, and the registration must be paid by check, then delete all other expense line items on the Expense Report. Click the Registration expense line in the left-hand column.

- *Tip:* If Registration needs to be added to the Expense Report, then click the Professional Development mosaic tile and then click the Registration Fee sub-mosaic tile. Enter the required information.


Click **Edit**.

Images


Edit Delete ...



### Registration Fee

 **Data entry validation.**  
This line item could not be processed automatically. Please complete the data entry.
#PX01


Date 02/07/2019

Spent 700.00 USD


Find the **Direct Pay to Vendor?** and click the checkbox next to it


- *Tip:* Enter the invoice number in the box provided. If the invoice or completed registration form does not include an invoice number or confirmation number, then leave this field blank.


Cancel Save



### Registration Fee


 **Data entry validation.**  
This line item could not be processed automatically. Please complete the data entry.
#PX01

Date 02/07/2019 

Spent 700.00  USD


Business Purpose Attending ABC Conference to learn about XYZ Software for my department

Description Optional





Direct Pay to Vendor?  

Select the **Vendor** from the drop-down menu.

- *Tip:* If the vendor is not listed, then contact Accounts Payable. Once Accounts Payable has entered the vendor, notification will be sent, and then this expense line item can be completed.

Direct Pay to Vendor?	<input checked="" type="checkbox"/>
Invoice Number <small>Optional</small>	<input type="text"/>
Additional Description <small>Optional</small>	<input type="text"/>
Vendor <small>Optional</small>	-- Select -- 

Remember to attach the invoice, or completed registration form, and click **Save**.

<input type="button" value="Cancel"/> <input data-bbox="1398 863 1495 989" type="button" value="Save"/>	
	<b>Registration Fee</b>
Date	02/07/2019 
Spent	700.00  USD
Business Purpose	Attending ABC Conference to learn about XYZ Software for my department
Description <small>Optional</small>	<input type="text"/>
Direct Pay to Vendor?	<input checked="" type="checkbox"/>
Invoice Number <small>Optional</small>	123
Additional Description <small>Optional</small>	<input type="text"/>
Vendor <small>Optional</small>	Belize TREC 

Click the **Submit** button.

Accounts Payable will process this request and send a check or ACH (direct deposit) to the vendor.

If the attachment uploaded must be sent with the payment, then indicate the request in the Description field. The request will be evaluated by Accounts Payable.