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| <b>Policies of the University of North Texas</b> | Chapter 10               |
| <b>10.007 Registration Fees</b>                  | <b>Fiscal Management</b> |

**Policy Statement.** The purpose of this policy is to establish guidelines for registration fees for University personnel attending applicable events and/or reimbursement of fees paid by University personnel.

**Application of Policy.** Total University

**Definitions.** None

**Procedures and Responsibilities.**

Registration fees should be processed on a check request or requisition. If an employee pays a registration fee, he/she may be reimbursed on the travel voucher related to the meeting. If the fees were paid in a situation not involving other travel reimbursement items, the employee may file for reimbursement on a check request or requisition.

In preparing the check request or requisition for a registration fee, the following information must be provided:

- I. Description of the event for which the fee is paid
- II. Dates and location of the event
- III. Name of the individual who is attending the event. If an employee, the employee ID (EMPLID) should be provided. If a non-employee, the relationship of the individual to UNT and proper justification for payment of the registration fee should be provided. The justification will determine the type of funds that can be used for paying a non-employee's registration fees.
- IV. If state funds are used, the statement "No food, lodging, or entertainment included in registration fee" must be typed on the order. If the registration fee covers any of these items, the statement must be adjusted accordingly. At the time the travel voucher is filed, the meals or lodging included in the registration fee must be properly deducted from the travel reimbursement request.
- V. The order should be made payable to the organization in most instances. For taxpayer identification purposes, the name of the organization should be written out, rather than abbreviated or as an acronym.
- VI. Supporting documentation (completed registration form) must be attached in order for payment to be processed.

**Responsible Party:** VP Finance and Administration/Sr. Associate Vice President for Finance

**References and Cross-references.**

None

Approved: 8/1/1991

Effective:

Revised: 8/93; 8/98; 8/99; 8/99; 5/01; 11/05; 4/2011\*

\*Reviewed with no change; formatted.