Policy Statement

Conference registration fees are an allowable business expense for University employees. The registration fees may be paid directly to the conference prior to attendance by submitting a travel request form along with a copy of the conference brochure showing the fees and the various other elements of cost included in the registration fee.

If a traveler chooses to pay for conference registration with their own monies, Travel Services may issue the amount as a Travel Advance to reimburse the cost only if there is a justification in the Notepad section. This justification should provide the reason the traveler paid for the registration instead of following the preferred
procedure of requesting the University issue registration payment to the conference vendor directly on behalf of the traveler via Travel Authorization. Any registration request payable to the traveler and missing the required justification will be denied and sent back to the preparer.

If an exception is granted and a Travel Advance is issued for registration costs, the preparer will need to include the registration fee in the reimbursement details section of the Travel Reimbursement document in order to settle/reconcile the travel advance. If registration payment is issued directly to the conference vendor, the amount does not need to be included in the reimbursement request.

When submitting receipts, the attendee's name must appear on the receipt or invoice. The receipt must be marked "paid in full" to be valid; an invoice should reflect a balance due amount of zero. The cost of any meals included in registration fees must appear on the travel reimbursement under the registration category. These meals must not be included in the requested daily subsistence amount.

Reason for Policy
This policy is to clarify the regulations for paying or reimbursing registration fees.

Exclusions
None

Special Situations
The costs of tours, entertainment, and social activities are not reimbursable and if included in the registration fee must be subtracted.

Procedures
- 1308.1 - University of North Carolina at Chapel Hill Procedure on Reimbursing Travel Expenses
- 1304.1 - University of North Carolina at Chapel Hill Procedure on Requesting a Travel Advance

Additional Information

Frequently Asked Questions

Q: The brochure for the conference I am attending indicates that a luncheon is included in the fees. I prefer to leave the conference and eat elsewhere. May I be reimbursed for the lunch per diem?
A: No. The University will pay for only one lunch on that day. If the luncheon amount cannot be deducted from the registration fee you will not be reimbursed for lunching out.

Q: The conference is offering sightseeing tours of areas of interest at a huge discount if I include the payment with my registration fee. May I include this on my travel request?
A: No. These are personal expenses and will have to be paid for with your personal funds.

Q: May I pay for a conference registration directly and be reimbursed?
A: The University strongly suggests that departments pre-pay the vendor directly for the traveler's conference registration fee using the pre-payment function via Travel Authorization in Web Travel. Prepaying the individual for a conference registration fee is not desired, but exceptions are possible.
Related Data

1302 – University of North Carolina at Chapel Hill Policy on Statutory Provisions and Maximum Rates

State of North Carolina Budget Manual – Travel Policies & Regulations, Section 5.1.18

Contacts

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<tr>
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History

Revised:
- December 18, 2014: Added information to Policy Statement and FAQ on reimbursement preferences and processes.
- March 23, 2011


Attachments: No Attachments

Applicability

The University of North Carolina at Chapel Hill