

## How to Pay Registration Fees

A Registration Fee is the cost of attendance at an organized conference or meeting, and it can be paid in the following ways:

1. A UW-L [Registration Fee Request](#) form is submitted to Business Services with the conference registration form and brochure attached. Business Services will produce a check and send it and the registration form to the conference address.
2. The traveler pays the registration fee with a procurement card and lists the expense under Direct Billed Expenses on the Travel Expense Report (TER). The conference registration form and brochure must be included.
3. The traveler personally pays the registration fee and cites it as an expense on the TER. Proof of payment, such as a payment receipt, cancelled check, or credit card statement, must accompany the TER, as well as the registration form and brochure.

If a registration fee includes one or more meals, then that should be evident on the conference registration form, brochure, or agenda, and these meals may not be claimed on the TER.