



Business Services

Registration Fee Payment Procedures

Revision:	Policy No:	Effective Date: 8/25/21
		Next Review Date: 9/1/23

PURPOSE

The purpose of the Registration Fee Payment Procedures is to provide guidance to the University of Wisconsin-La Crosse (University) regarding the purchase of registration fees.

GUIDELINES

- A. Registration fees are for official participation at conferences, conventions, training, events or meetings related to University business are payable/reimbursable by the University.
- B. Registrations should be made directly with event sponsors.
- C. Non-business related or optional activities (e.g. sightseeing tours, golf outings, family activities) or expenses for a companion traveler are not payable/reimbursable.

REQUEST PROCESSING

A. University Purchasing Card (PCard)

- Attach a copy of the following with your PCard Statement:
 - i. Receipt for the purchase
 - ii. Completed registration form or event agenda
 - iii. If applicable, list of attendees

B. Direct Payment Form in ShopUW+

- Select category for "Fees"
- Attach a copy of the following:
 - i. Completed registration form or invoice
 - ii. If applicable, list of attendees

C. Inter-Unit Journal (IUJ) Transfer (For Payment to UW Institutions Only)

- Send an email to businessservices@uwlax.edu with the following information:
 - i. Completed registration form or invoice
 - ii. If applicable, list of attendees
 - iii. Department Name
 - iv. WISER Account to Charge: **Fund (3) – Program (1) – Department (6)**