University of Tennessee

University of Tennessee Institute of Agriculture (UTIA)

**Standard Operating Procedure**

For

**Fiscal Policy FI0530 – Procurement Cards**

**Payment of Conference Registrations with Departmental Procurement Cards**

**Policy:** University of Tennessee System Policy No: **FI0530** Subject: **Payment of** **Conference Registration Fees** **Using a Departmental Procurement Card** as implemented at the UTIA.

**Objective:**  This document serves to identify UTIA procedures for paying conference registration fees using a departmental procurement card as permitted by fiscal policy FI0530. This document is not to be used in place of FI0530.

**Procedure for Paying Conference Registrations with Departmental Procurement Cards:**

1. Faculty or staff with an approved travel request will notify their departmental business office of their desire to have a conference registration paid.
2. The departmental business office will work with the faculty or staff member to identify all information needed to pay for the registration.
3. The departmental business managers are responsible for insuring that the registration and expenses are in accordance with travel policy.
4. When submitting the employee travel expense reimbursement request, department business offices will attach a copy of the company paid registration receipt to the travel expense reimbursement request.
5. Only identified individuals within the departmental business office may pay for a conference registration using their procurement card.
6. Departments may still request payment through the UTIA conference registration card using previously established procedures (departmental credit card declined, check payments, wire transfers and over card limit etc…)