

Registration Fees

The State allows reimbursement of the actual amount of registration fees as shown by a valid receipt or invoice. A credit card statement is not acceptable.

The cost of any meals included in registration fees is reimbursable as part of the registration fees. Therefore, the traveler may not claim reimbursement for such meals. It is the responsibility of the traveler to review the registration materials for items that are inclusive of the registration fee.

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

In the event that a membership rate was paid on behalf of the College, a purchase requisition must be completed and forwarded to Office of the Chancellor for approval. Only the cost of institutional membership is reimbursable. A copy of the receipt and confirmation of the membership rate must be attached to the Departmental Invoice.