Welcome to our training on how to report a conference registration paid on another employee’s university credit card.
Because the registration is not paid on your card but is for you, you will include the expense in your travel expense report but list it as a $0 expense.
To do this, within the expense report, when you come to the screen that allows you to manage the report, click on the Add button to add an expense.
and then click on the Create New Expense option.
In the Expense Type field, search for and select the Travel Registration Paid on Other University Card option.
On the expense details screen that opens, fill in all required fields, marked with a red asterisk.
One of these required fields is the name of the person whose card was used to pay for the registration.
You will also need to provide the expense report number that includes the registration charge. You can obtain this information from the person who paid the registration fee for you.
You will see that the Amount field is grayed out and marked with a note that the amount must be equal to zero.
Filling out these details identifies two necessary points:
That you attended the conference
But that you were not the one who paid for the registration expense.
Once these details are filled out, complete the expense report as normal.