Welcome to our training on how to report the expense of a conference registration paid on your university credit card for another employee.
Because the registration is paid on your card, you will report the expense for it in your travel expense report.
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 on the Available Expenses tab.
On that tab, locate the credit card charge for the registration. Check the box to the left of that charge and then click Add to Report.
The charge will now show in the expense list.
Click on the line for that expense.
On the expense details window that opens, in the Expense Type field, search for and select Training & Conference Registration – Travel Related.
Fill in all required fields, marked with the red asterisk.
Additionally, in the Comment box, provide the following information:
the name of the individual(s) attending
the name of the individual(s) attending

the date(s) and place of the event
the name of the individual(s) attending

the date(s) and place of the event

the travel request number
the name of the individual(s) attending

the date(s) and place of the event

the travel request number

the total number of meals provided in the registration fee

and the total number of meals provided in the registration fee.
These meals can be noted simply as, for example, 1B; 3L; 2D—for 1 breakfast, 3 lunches, and 2 dinners.
If no meals were provided, write "No meals included in registration fee."
From there, complete the expense report as normal.