

Seminar and Conference Fees

Purpose

To provide guidance on paying for seminars, registrations and conference fees for official UTEP activities.

Policy

This procedure is issued in accordance with The University of Texas at El Paso (UTEP) [Travel Policy](#) (Handbook of Operating Procedures, Section VII, Chapter 6).

University faculty, staff, and students may register for business related seminars and conferences with departmental approval. Registration fees or similar expenses incurred when attending any type of organization or association meeting may be paid by the University if the associated membership is directly related to the duties performed by the employee and the type of conference attended.

The participant has the following pre-payment registration options:

1. Department pays the conference fee directly (Preferred)
2. Employee or student can pay using personal funds (See option 3)

Every reasonable effort should be made to utilize the direct payment options for conference-related fees and costs.

Reimbursement for registration fees, booths, or miscellaneous costs related to a conference, seminar, workshop, or training meetings will be processed only upon completion of the travel. Similarly, reimbursement for registration fees for an online conference, seminar, workshop, or training course will be processed after the event has concluded.

When meals and lodging are provided at a conference, seminar, workshop, or training meeting, travel meal reimbursements will be reduced by the amount of the daily per diem rate for that meal and/or lodging. If meal and lodging expenses provided at the event are optional and the traveler declines the meal and/or lodging, then the reimbursement may not exceed the respective per diem limits.

Procedures

Option 1

If prepayment is required, traveler must complete all registration documentation and submit to the department administrator. The department administrator will process the registration on a [Direct Pay Form](#) available through Miner Mall.

Option 2

Pay directly using the department Pro Card (refer to [Pro Card Program](#) guidelines)

Option 3

The attendee may choose to pre-pay the registration fees using personal funds and submit the original paid receipts that show the method of payment to the department travel planner for reimbursement on a *PeopleSoft Travel & Expense* document after the trip has occurred.

Applicability

Applies to all University faculty, staff and student traveling on UTEP official travel.

Responsible Party

Comptroller
Handbook of Operating Procedures (HOP) [Section 7 Chapter 6: Travel Policy](#)