

TRAVEL REIMBURSEMENT PROCEDURE: REGISTRATION FEES

Related Board of Trustees Policy: BP 5.1

Approval: May 2012

Revision:

All registration fees must be approved in advance by the appropriate administrator on the "Travel Request" form prior to departure. Registration fees may be paid by the college or the employee.

Employees claiming reimbursement for registration fees must attach an original receipt from the organization to their "Travel Reimbursement" form. Employees may not claim reimbursement for meals included in registration fees. A copy of the agenda or conference schedule at a glance must be included with the employee's reimbursement request.

Registration fees shall be distinguished from tuition fees. Tuition expenses which generate CPUs must be coded to expenditure object code 539800 – Employee Education Expense, not 531500 Registration Fees.

Please consult the Accounting Procedures Manual--Section 5--for complete details, instructions, and state policies regarding travel at:

http://www.nccommunitycolleges.edu/Business_Finance/docs/Accounting%20Procedures%20Manual/Section%205/2012_04_17_SEC5_latest%20published.pdf

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