

Payment of Conference/Registration Fees (11/17/10)

- 1) Payment of Conference/Registration Fees** are business expenses not specifically related to travel costs. Payment of these fees must be made using a Government purchase card (Bankcard) or a purchase order. See [Commerce Acquisition Manual § 3.3.6](#)
Exception. Payment of conference/registration fees may be made using the government travel card or personal funds under the following extenuating circumstances:

 - when cash is required to procure the conference/registration fee,
 - when the conference/registration fee was not paid in advance for an unforeseen reason, or
 - for circumstances beyond the employee's control.
- 2) Conference/Registration Fees May be Claimed** when specifically authorized on a travel authorization or post approved on a travel voucher or local claim under one of the exceptions listed in 1) above. Employees in a TDY status will claim the conference/registration fee on a travel voucher and employees in a local status will claim the fee on a local claim when filing for reimbursement.
- 3) Payment of Conference/Registration Fees When Meals, and / or Lodging Expenses are Included in the Fee** must be made using a Government purchase card (Bankcard) or a purchase order when meals, and/or lodging cannot be separated by the establishment involved. Employees in a TDY status must reduce their per diem by the value (cost) of each meal and/or lodging expense included in the fee.
See FTR Chapter 301-11.17 and FTR Chapter 301-11.18.