







Conference & Registration Payments

Your Options	Vendor accepts credit card?	Employee has T&E Visa card?	Payment due within 2 weeks?	Recommended actions	Alternative actions
					
1	✓	✓	✗	<ul style="list-style-type: none"> • Pay vendor with T&E Visa card • Reconcile payment in MyTravel to T&E Visa card 	✗
2	✓	✗	✓	<ul style="list-style-type: none"> • Pay vendor with another staff member's T&E Visa card • Reconcile payment in MyTravel to T&E Visa card • Add comments indicating the employee ID of who the transaction was on behalf of 	<ul style="list-style-type: none"> • Pay vendor out-of-pocket • Reconcile payment in MyTravel for reimbursement
3	✓	✗	✗	<ul style="list-style-type: none"> • Apply for T&E Visa card, indicating Rush on application • Pay vendor with T&E Visa card • Reconcile payment in MyTravel to pay T&E Visa card 	<ul style="list-style-type: none"> • Pay vendor out-of-pocket • Reconcile payment in MyTravel for reimbursement
4	✗	✗	✗	<ul style="list-style-type: none"> • Process Disbursement Voucher with reason code of REG • Add comment to any related MyTravel reports including the DV doc # 	✗

*Includes both travel and non-travel conference/registration fees.