Instructions for charging registration fees

using the Procurement Card

**Please read instructions completely before beginning process.**

In order for an employee to use the PCard for payment of their registration fee for individual travel, joint travel or group travel the following steps must be followed to avoid the transaction from being rejected.

**Pre-Approval Required**

1. A **Permission to Travel (PTT)** should be completed for each employee or student whose registration will be paid using the PCard. Travel Coordinator’s signature required before you will be allowed to charge the transaction to the Pcard. PTT must then be sent via mail or scanned. The signed copy will be returned to you. Include the **conference literature** that shows the available hotel choices and the blocked hotel room rates for the hotels with the PTT. (This is a state requirement)
2. The **Registration Form** showing the amount of the registration fee for each employee or student whose registration will be paid using the PCard. Please separate the amount for Dues, Abstract Fees and Membership Fees. They require a different account code and must be split.
   1. Optional fees (e*xample: Golf lessons, tours, food tasting, lessons, dances/parties, etc.)* are not allowed and should be deducted from the registration fee amount.**If optional fees are charged, the transaction will be rejected.**
3. You are now ready to charge your registration fee to the Pcard if steps 1 & 2 have been completed. Use the Pcard holder’s name as the “Bill to” name and the “Payment Detail Name” when paying the transaction. Include the traveler’s name (if different) in the field the vendor uses to identify the attendee.

\*\*\*\*\*\***You will have two (2) business days to upload your transaction to Resolve.\*\*\*\*\*\***

**Documents Required for Resolve Upload**

1. The Registration Form showing the amount of the registration fee for each employee or student whose registration will be paid using the PCard. (*Student Group travel requires list of names with student ID#)*
2. The Permission to Travel (PTT) signed by the Travel Coordinator, for each employee or student whose registration will be paid using the PCard.
3. The description of the charge in Resolve should be: Goods: Reg Fee and a brief description of event. Example: *name of conference/event, the name(s) of the traveler, and the location of travel*.
4. Upload the paid receipt and approved PTT into Resolve, please assign the proper account code for your transaction (Combined amounts must be separated and split according to the designated account code).

In-State: Travel that starts in the State of Mississippi

Out-of-State: Travel that starts when you arrive in another state.

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| *Account Code* | In-State Travel | Out-of State Travel |
| **Official Business** | **604070** | **604170** |
| **Conferences** | **604270** | **604370** |
| **Groups** | **604570** | **604670** |
| *Membership Fee* | *605820* | *605820* |
| *Dues* | *605820* | *605820* |
| *Abstract Fee* | *605890* | *605890* |

**After you have successfully charged your registration fee to your PCard DO NOT include it on your Travel Voucher. If you have questions, please call the Travel Office at x64131 prior to charging.**