

Conference Registration

Registration fees for travel should be paid by one of the following processes:

- Employee's T-Card;
- If an employee doesn't have a T-Card or if the T-Card is declined due to an MCC Code, request payment directly to the vendor by attaching the registration form to a ***Travel Expense Account***

Note: If the card is declined, do not make multiple attempts. Call NSU Business Affairs/Travel for assistance.

- Employee reimbursement which the employee would pay for the registration with their personal funds and request reimbursement by submitting their receipt attached to a ***Travel Expense Account***.