

Procurement Card Conference Registration Procedures

Arkansas Tech University employee conference registration and entry fees can be paid with a University issued Procurement Card (P-Card). If you are not a P-Card holder, your departmental administrative assistant, or designated departmental P-Card holder may use his or her card for your registration payment. If you would like to become a P-Card holder, please see the [P-Card information page](#) or contact Business Services at 479.968.0269.

Items not reimbursable are located on page 8 of the [State of Arkansas Travel Regulations](#). Travel arrangements associated with attending a conference must be made using the travel guidelines found in the [ATU Travel Policies and Procedures](#). Examples of travel related charges that are not allowed on the P-Card include but are not limited to

- Meals
- Lodging
- Cash Advances
- Any Transportation
- Fuel
- Any Personal Charges
- Entertainment
- Flowers
- Valet Parking
- Laundry
- Cleaning
- Alcohol
- Movies
- Communication if not business related
- Spousal Conference Registration

Please obtain appropriate approvals before making any registration charges on the P-Card. The approval limits below have been approved by the Executive Council for conference registrations. Proof of the approval can be a signature on the P-Card log or an email attached to the log. Grant accounts will require approval from the Budget Office.

- Under \$500.00 -Department Head
- \$500.00 – \$999.99 -Dean
- \$1,000.00 and over –Vice-President
- International any amount – Vice-President and President

Contact Procurement Services 968.0269 or visit www.atu.edu/purchasing with any questions.

Steps to follow for P-Card Conference Registration

- 1.** Obtain the appropriate approval based upon the guidelines above.
- 2.** If you are a P-Card holder, proceed with making your conference registration, *remembering that no forms of entertainment may be paid for by the University*. If not, please contact your departmental administrative assistant or designated P-Card holder to arrange for payment.
- 3.** Retain a detailed receipt of the conference registration listing all components of the conference registration fee and a hard copy listing the conference location. This is required to determine the account code to use on your PCard log. 704805 for instate conferences and 704810 for out of state conferences.
- 4.** Submit all receipts and/or approval documents with P-Card log to Procurement at the end of the billing cycle.