

Procedure for using BPC card for Conference Registrations

Even though you have been given Conference Registration on your BPC, NOT ALL Conferences Registrations are allowed. You can **NOT** use your BPC to register if you will be paying another **State Agency**. If your registration includes a membership or hotel accommodations, etc., prior approval from Purchasing is **required**. No separate dinners, parties or tours can be paid for with the BPC.

1. Determine if you have all the necessary information
 - a. Name of conference
 - b. Dates of conference
 - c. Location of conference
 - d. Names of attendees
 - e. Which meals are included if any
2. Pay registration with BPC card
3. Make appropriate entry in BPC log in PeopleSoft
 - a. All of the information in item 1 above must be entered in the comment section of the BPC log entry.
 - b. Object code to be used with conference registrations is:
 - i. In-State , Out-Of-State or International - 526610
 - ii. International (**See below for additional information**)
4. Enter a Travel Request in the PeopleSoft travel module
5. On the Seminar panel, in the Travel module, Select the BPC radio button and then enter the BPC transaction ID in the BPC Id: field. (See screen shot below).
6. *If this is a local registration and **no** other travel involved such as meals, lodging, mileage, etc. then you do not need to fill out a travel request. However, you will still need to provide all of the information in item 1 above in your BPC log.*

NOTE: The **registration form that includes the cost** of the conference, a **confirmation of payment** from the vendor (e-mail or internet is acceptable) and an **itinerary/program-at-a-glance/schedule that shows what you got for your money**, etc., needs to be sent down with your BPC log and receipts. All 3 (Registration, Confirmation & Itinerary) are required documentation for a registration. Please include your travel ID number and your BPC transaction number on this documentation.

International Conference Registrations

You may use the card for international conference registrations in Canada and the UK without any special prior approval. Conference registrations in any other international country **MUST have prior approval** before using the BPC card.

To receive prior approval for international conferences that are NOT in Canada or the UK please follow the steps below.

1. **Provide the following information to Deborah Alspaugh via e-mail (dalspaug@kumc.edu)**
 - a. Name of the conference
 - b. Name of the vendor
 - c. Address of vendor
 - d. Total dollar amount to be charged

2. **Wait** until you receive notification from Deborah Alspaugh that your proposed international transaction **has been approved** by Topeka.
3. Once you have received notification from Deborah Alspaugh that your proposed international transaction **has been approved**. Follow the procedure at the top of this page.

KU Travel Seminar

KUMED **Travel ID:** 00000006 **Date Entered:** 02/20/2006

Entered By: Stubblefield, Keith Dennis **Traveler:** 0000000015
Paul J. Mathews

Overall Date From: 02/13/2006 1:00AM **Overall Date Thru:** 02/21/2006 11:59PM

Start Date: [] **Amount:** [0.00] Re-Imburse Employee
 Private Source
 Paid by PO
 Paid by BPC
BPC Id: []

End Date: [] Use Split Funding

Seminar Name: []

City: [] **Country:** USA **State:** []

Seminar Description or Purpose: Select Paid by BPC

Item: SEMINAR **Account:** []

FINTRN Basic Seminar Info Update/Display