

CONFERENCE REGISTRATIONS/SUBSCRIPTIONS

Effective July 1, 2000, all conference registration fees and subscriptions funded by the University must be paid using the MSU MasterCard®.

Exceptions:

1. The conference is over \$2,500.00.
2. The merchant does not accept credit cards. (Please make a note on the DPV indicating this so that the Travel Office does not send the DPV back to the department.)
3. The person wishing to attend the conference has applied for a purchasing card and has not yet received it. (Please make a note on the DPV indicating that a card has been applied for.)
4. The person does not have a purchasing card. In this case, the person should apply for one using the application available on our web site at www.purchasing.msu.edu, or we would be happy to fax or send one. (Please make a note on the DPV stating you do not have a purchasing card and are applying for one.)
5. In some instances, the conference registration site may require a 50% deposit for the conference with the balance due at a later date or at the conference. (If the deposit amount is less than the \$2,500 [even if the total of the conference is over \$2,500] you may pay for the deposit on your purchasing card, and pay the balance [under \$2,500] later using your purchasing card.)
6. It is permissible for a cardholder to register multiple attendees for a conference using the purchasing card as long as the registration is under \$2,500 per attendee. However, the registration fees must be put through individually (you may need to instruct the conference registrar to do this). You will need to have a conference registration form for each attendee. **THIS IS THE ONLY CASE IN WHICH MULTIPLE CHARGES TO THE SAME MERCHANT ON THE SAME DAY ARE ACCEPTABLE.**
7. Membership dues **\$75.00 and under** may be paid using the purchasing card as long as the dues are in conjunction with the payment of a conference registration or subscription. **Individual/personal memberships alone, or those over \$75.00, must be paid using a Direct Payment Voucher and CANNOT be charged to the purchasing card (refer to MBP, Section 47). Under no exception, can a membership of any type be purchased on a federal grant account.**

CARDHOLDERS MUST KEEP A COPY OF THE CONFERENCE REGISTRATION FORM, OR THE MEMBERSHIP/SUBSCRIPTION FORM ATTACHED TO THEIR MONTHLY STATEMENTS AS BACKUP DOCUMENTATION FOR AUDITING PURPOSES.

If you have further questions, please contact the Travel Office at (517) 353-4882.