

# BRC

## Request for Registration Payment Conference & Training

Please request registration at least 5 business days prior to registration deadline.

When traveler is preparing the T&E reimbursement form, please post this registration expenditure in the prepaid column.

Vendor:	
<input type="checkbox"/> CONFERENCE * <i>(If a membership fee is included, please check box below)</i>  <input type="checkbox"/> Membership included	<input type="checkbox"/> TRAINING (class, webinar, etc.)* <i>(If a membership fee is included, please check box below)</i>  <input type="checkbox"/> Membership included
Conference title:	Training title:
Conference date:	Training date:
Conference location:	Training location:
Deadline for Registration <i>(provide early bird deadline if paying for early bird fee )</i>	
Name of Attendee	
Cost for this attendee	
Name of Attendee	
Cost for this attendee	
Name of Attendee	
Cost for this attendee	
Name of Attendee	
Cost for this attendee	
Name of Attendee	
Cost for this attendee	
Total cost	
Business Purpose	
Documentation Attached	Yes      No
Any special instructions?	
Department Code	
FAU	
Contact Name	
Contact Phone #	
<b>Signature Approval</b>	
Print Name	
Date	

\*If you are not sure if your registration is for a CONFERENCE or for a TRAINING, please contact the BRC T&E team for assistance.