

# Conference Fee Payment

## Payment of Conference Fees:

Conference Fees include registration or attendance charges for a conference, seminar or workshop and are to be charged to account codes:

- 4509 for Domestic conferences or
- 4528 for International Conferences.

**Please Note:** The fee for setting up a booth at a conference to promote the University, a Faculty or specific courses is **not a 'Conference Fee'** but a promotional expense and should be coded to expense account 332 "Course Advertising" using standard UniMarket or Purchase Card processes.

## **Domestic Conferences**

A travel plan will be required for **all** conference attendances that involve a fee. If there is no travel associated with the conference attendance, a 'same day' travel plan will be created. This will ensure that all conference fees are able to be reconciled against a CSU Travel Card. Travel associated with attending a conference can include flights, taxis, meals, accommodation etc. This should be included in the process below, however these items are charged to their relevant expense codes.

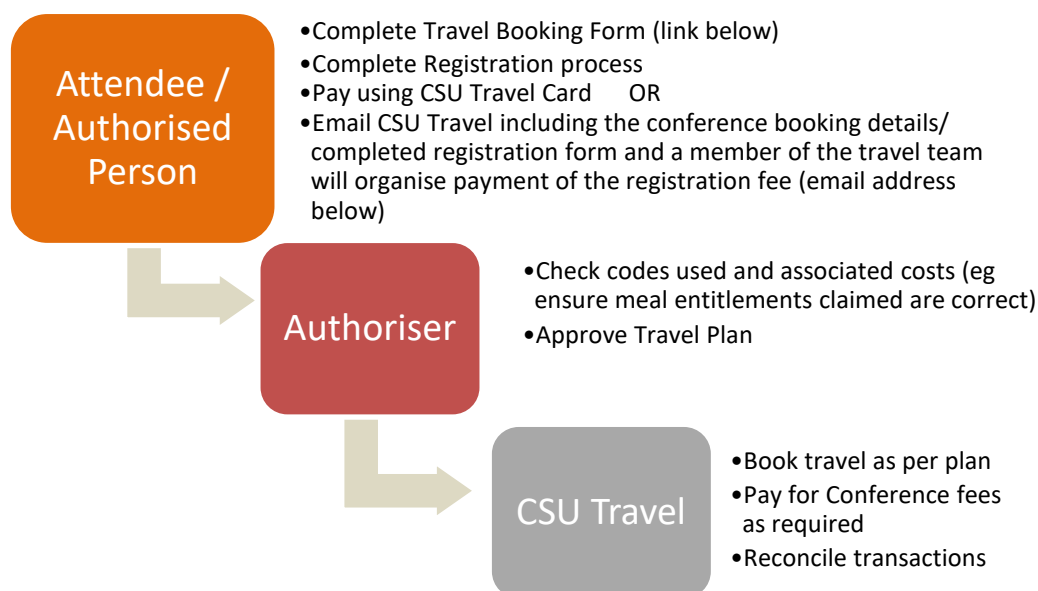
## **International Conferences**

For details on international conference fee payments please contact the International travel team at [travel@csu.edu.au](mailto:travel@csu.edu.au)

## **Process:**

Each conference attendee must seek prior approval from their supervisor. Each conference attendee is to complete a travel booking form (Domestic or International), complete the registration process and pay using their CSU Travel Card. If the fee is over the CSU Travel Card limit, an email must be sent to [domtravel@csu.edu.au](mailto:domtravel@csu.edu.au) (Domestic Conferences) or [travel@csu.edu.au](mailto:travel@csu.edu.au) (International Conferences) with the relevant details requesting payment.

If attendees are unknown at the time of booking, the Faculty/School/Division can complete a generic registration for required number of staff and email [domtravel@csu.edu.au](mailto:domtravel@csu.edu.au) to request a "same day" travel plan (Domestic Conferences Only). The same payment process applies. When attendees are known, individual travel plans are to be created that exclude the conference fee (already paid in the generic registration).



## Links

- Domestic Travel Booking Form: <https://finance.csu.edu.au/forms/domestic-travel-booking>
- Email Domestic travel: [domtravel@csu.edu.au](mailto:domtravel@csu.edu.au)
- Email International travel: [travel@csu.edu.au](mailto:travel@csu.edu.au)
- For more information on CSU Travel, please visit <https://finance.csu.edu.au/services/travel>