

REGISTRATION FEE - DIRECT BILLING



Marshall University
Accounting Office
Room 203, Old Main
Huntington, WV 25755

Phone 304-696-6488
Fax 304-696-3289

Travel Order #					
FEIN Vendor ID#					
FIMS Vendor ID#					
Date Prepared					
Fund	Area	Org	Object	Amount	
Total Estimated Costs					→ Total

Vendor Information	
<i>(Workshop or Conference Vendor)</i>	
Name	
Address	

Workshop Information	
Date	
Name	
Location	
Other Identification	

Contact Person Information	
Name	
Department	
Phone Number	

Traveler's Plans	From	To
City and State		
Dates of Travel		
Purpose of Travel		

To the Workshop or Conference Provider:

Please accept this travel order to register the following participant (s) in the referenced conference or workshop. An original itemized invoice should be submitted to the above listed university office, referencing the travel order number.

Participant Name	University ID#	Participant Title	Amount
Total (Must agree with total above)			\$0.00

Instructions to requester:

This form is to be submitted to the University Accounting Office for the direct billing of registration fees. If any other expenses are incurred, this form must be submitted with the Travel Authorization Request Form. You should check with the conference organizer to make certain this order will be accepted

Direct payment of registration fees to the listed vendor is requested. I understand that payment will not be made to this vendor until after the event and only upon receipt of an itemized invoice.

Signature of Requester	Date
Title	

Approved by Vice-President, Dean or Director	Date
Title	
Approved by University Accounting Office	Date
Title	