

**THE UNIVERSITY OF TENNESSEE
CONFERENCE AND SEMINAR REGISTRATION PREPAYMENT FORM**

TO: _____

 (name and address of vendor)

DATE _____
 TOTAL \$ _____
 PREPARED BY _____
 PHONE # _____
 EMAIL: _____

VENDOR FEDERAL ID NO. _____

IRIS VENDOR # _____

Enclosed is payment for the conference or seminar registration(s) described below.

Name of conference or seminar: _____

Conference or seminar dates: _____ Location: _____

UT Business Reason for Trip: _____

Participant Name	Personnel Number	Trip Number	Description	Unit Price

Cost Center/WBS Name	Cost Center/WBS Element	Internal Order	G/L Account	Amount

Date: _____ Approver's Signature: _____

Instructions to departments: This form is used to prepay conference and seminar registration fees. This form and accompanying documentation should be attached to the expense report in IRIS and submitted into workflow **at least 2 weeks before payment is due**. Conference documentation should include: 1) completed registration forms; 2) documentation (e.g., brochure) identifying the fee, amenities provided (e.g., lodging, meals, memberships), dates, and location; and 3) additional enclosures that need to be mailed with the check and registration form.

DO NOT ATTACH A COPY OF THE TRAVEL EXPENSE REPORT TO THIS DOCUMENT.