

## How to Pay for Registration Fees

Registration fees must be purchased using either the office purchase card (Bankcard) or a purchase order. Some registration fees will include meals or light refreshments. These expenses are allowable to the extent that the meal or refreshment is included in the registration fee and is not a separate charge, and the conference is hosted by a non-Government organization. For employees in a TDY status, per diem must be reduced by the value (cost) of each meal provided in the registration fee. See Commerce Acquisition Manual, Section 3.3 ([http://www.ago.noaa.gov/bankcard/CAM/CAM\\_Change2007-01-05-Final.pdf](http://www.ago.noaa.gov/bankcard/CAM/CAM_Change2007-01-05-Final.pdf))

Employees must not use their Government travel card to pay for registration fees. However, under extenuating circumstances, the card may be used with prior approval from the employee's approving official. Circumstances include: cash is required to procure the registration fee, or registration fee was not paid in advance for an unforeseen reason, or other reasons beyond the employee's control. The fee must be authorized on the travel order with a proper justification explaining why the travel charge card was used. Registration fees are claimed under "non-ADP registration fee" when processing the travel voucher.