

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

TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (name and address of vendor)

DATE \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_  
 PREPARED BY \_\_\_\_\_  
 PHONE # \_\_\_\_\_

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. The original and a copy of this form must be received in the Treasurer's Office or Campus Business Office two weeks before payment is due with the following attachments: 1) completed registration forms (two copies); 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.**