



# Registration or Entry Fee Request

**Instructions:**

1. Use this form whenever a check is needed; a Purchasing Card or Travel Card can also be used.
2. Attach the completed conference/event registration form and documentation that indicates conference specifics such as dates, location, fees, etc.
3. Forward request with attachments to the Payment Services Office, 041 East, Main
4. The conference/event registration form will be sent with the check
5. If you have questions call UWSP Travel Manager, Jean Sukow, ext-2255.

<b>Name of Conference/Event:</b>	
<b>Name of Attendee:</b>	<b>Fee:</b>
<b>Name of Attendee:</b>	<b>Fee:</b>
<b>Name of Attendee:</b>	<b>Fee:</b>
<b>Location of Conference/Event: (city, state)</b>	
<b>Dates of Conference/Event:</b>	
<b>Please indicate meals included with registration fee:</b>	
<b>Date:</b>	<b>Date:</b>
<b>B L D</b>	<b>B L D</b>
<b>Date:</b>	<b>Date:</b>
<b>B L D</b>	<b>B L D</b>
<b>Date:</b>	<b>Date:</b>
<b>B L D</b>	<b>B L D</b>
<b>Make Check Payable To:</b>	
<b>Mail Check To:</b>	
<b>Street Address:</b>	
<b>City, State &amp; Zip:</b>	

<b>Account:</b>	<b>Payment Deadline:</b>
<b>Requested by:</b>	<b>Phone:</b>
<b>Dept:</b>	<b>Fax:</b>
<b>Account Authorization:</b>	

*For Travel Manager Use Only:*

**Account:** \_\_\_\_\_ **Class:** \_\_\_\_\_ **Amount:** \_\_\_\_\_