

CCS Administrative Procedure

5.30.01-D Registration and Membership Fees

Implementing Board Policy [5.30.01](#)

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1.0 Purpose

Miscellaneous travel expenses essential to the transaction of official state business are reimbursable to the traveler. These procedures cover the process to obtain payment of registration and/or membership fees.

2.0 Limitations and Requirements

- 2.1 Registration fees must be in connection with attendance at approved conventions, conferences, and official meetings as recorded on a *Travel Prior Approval (TPA)*.
- 2.2 Organizational memberships paid with district funds, with few exceptions, must be in the name of the district, college, or the IEL with an official institutional address. The membership category must be “educational organization” if available.

3.0 Registration Fees

- 3.1 Registration fees are normally paid in advance; however, registration costs paid in person are reimbursable with a receipt or cancelled check for documentation.
- 3.2 A CCS Travel Card may be used to pay a registration fee except within CCS.
- 3.3 If a check needs to be sent for the registration fee, check the appropriate box on the TPA to request advance payment of the registration fee.
 - 3.3.1 Fill in the name of the organization or person to whom the check should be made payable. Include the tax identification number, if available.
 - 3.3.2 Check the YES box to have the registration fee mailed directly to the organization or person. Fill in the complete mailing address including the ZIP code.
 - 3.3.3 Attach the agenda and completed registration form to the TPA.
 - 3.3.4 Submit the signed and authorized TPA and registration documents to the district travel department for payment, MS 1006.

4.0 Membership Fees

- 4.1 Institutional funds may not be used to pay for individual memberships to any professional organization, except as follows:
 - 4.1.1 When conference (workshop, seminar, and the like) registration fees for non-members exceed the combined total of membership and registration fees for one or more person attending the same conference or conferences (if more than one per year).
 - 4.1.2 When the chancellor, college president, or IEL chief executive officer designates an individual to be the official institutional representative because an organizational membership is unavailable.
- 4.2 The chancellor, college president, or IEL chief executive officer must approve in writing all requests for individual memberships to be paid with institutional funds.

5.0 Related Information

OFM State Administration and Accounting Manual (SAAM), [Chapter 10 – Travel](#)

Originated: March 2001; revised April 2010
Cabinet approval: May 10, 2010