

Conference Registrations

1. Ask your advisor, which PI will pay for your conference registration. (important: your adviser is not always the PI of the fund). Save this information for Step 4.
2. Go to your conference registration website page, fill in the registration (disregard payment information) and print or save as PDF. Keep note of any user names/password used to register.
3. Go to <http://erso.berkeley.edu>, and click on **Intranet** (located at the top of the blue menu).
4. Click **Services**, and **click on the PI whose fund will pay for your conference registration**.
5. Click the travel reimbursement box (**the box should say travel reimbursements and payments, but at this time only says travel reimbursement**)
6. Select the **Vendor** (a.k.a. payee name) for the conference. If the vendor is not on the vendor list, then go to step 6
7. In the **trip purpose text box**, list which project will pay for your conference, your name & contact information, conference name, **vendor name (if not listed in step 5)**, conference website URL, username/passwords, and registration due dates.

Unit:	Katz, Randy	Phone:	(510)642-8778	Address:	465 Soda MC: 1776
Requested by:	McMahon, Sean				Date requested: 2011-03-04
Approved by:					
Payee:	Not listed				
Chartstring:	Not yet assigned				
Trip Purpose Destination Travel Date (max 500 chars.)					
Description				Amount Requested	
Travel Reimbursement				0.00	
<input type="button" value="Cancel"/>					

By clicking on the following button, I certify that the expenses claimed were incurred by me or the traveler on official University business on the dates shown. I will upload receipts for airfare, car rental, hotel, and each expense of \$75 or more as required by University policy.

8. Put the total due for the conference registration in the Amount Requested Box. When finished, click on **Submit Request**.
9. Upload the PDF files you saved when filling out your registration. (These files will serve as references when they make the payments).

What happens next?

Administration reviews & attaches the chart string.

Once the chart string is attached, then it is sent automatically to purchasing.

Once travel has this request, they will purchase your conference registration per your instructions on the intranet request form and the registration form (the you attached).