

## TRAINING REGISTRATION FEE GUIDANCE

### Registration Fees for Training for Local and Domestic Travel

TYPE OF TRAINING	TRAVEL INVOLVED*	TRIP TYPE	REPORT TO CONFERENCE SERVICES	PAYMENT OPTIONS**	IF RFIC, SEND TO DEPARTMENT LISTED BELOW	SUBMIT ON EXPENSE REPORT
Optional	No	Local	Yes	CC	Accounts Payable noting NO TRAVEL	NA
<b>Mandatory</b> <i>(job required)</i>	No	Local	No	RFIC, CC, ePro	Accounts Payable noting NO TRAVEL	NA
Optional	Yes	Local or Domestic	Yes	CC	NA	Yes; including registration fee
<b>Mandatory</b> <i>(job required)</i>	Yes	Local or Domestic	No	RFIC, CC, ePro	Travel Dept.	Yes; include comment that registration fee was paid on RFIC or REQUISITION #
<b>On-line</b>	No	NA	No	RFIC, CC, ePro	Accounts Payable noting NO TRAVEL	NA

\*Travel – BART, bridge tolls, parking, mileage, etc.

\*\*CC is your personal credit card or Lab Corp Travel Charge Card

An RFIC **may be used** for training which is **EXEMPT** from conference reporting. A note/comment should be entered on the RFIC in the 'Payment Explanation' section about the training being required for the job and exempt from conference reporting, and entered again when travel expenses are submitted on your Expense Report in TREX.

An RFIC **cannot** be used for all the other training, which is reportable to DOE. Payment should be made with personal credit card or [Lab Corporate Travel Charge Card](#). Registration fees for those types of training should be entered on your Expense Report in TREX. No prepayments can be made until the "conference" approval status is known.