

CONFERENCE REGISTRATION FEES POLICY

Payment of goods and services by a state agency shall be made only after products have been provided or services rendered. Conference registration fees must generally follow the same policy. Conference registration fees may be processed in advance only if:

- The event requires pre-registration along with payment and by standard policy will not accept a state purchase order or contract in lieu of payment; or
- When a discounted fee is offered if paid in advance:
 - The registration fee must result in a discount to the state; and
 - The registration must allow for substitution of participant; and
 - The registration must provide for 100% refund should the event be cancelled.