Infectious Diseases Resources
Pre-Pay Conference Registration Fees

Purpose: The purpose of this page is to provide guidance to end users on how to submit a request to Infectious Disease Administration to charge a conference registration fee directly to a BMC account in advance of the deadline. These instructions are for Boston Medical Center accounts only.

A. Timeline:

a. Infectious Diseases Administration requires requests be submitted at least **4 weeks** prior to the conference registration deadline. This is standard practice when using a BMC institutional credit card.

    i. If your request is within **4 weeks** of the registration deadline, please follow the instructions for requesting reimbursement after the conference takes place (*Infectious Diseases Resources - Reimbursements*).

B. Prior approval:

a. Prior to submitting your request to the Infectious Diseases Administrative Coordinator, you must obtain approval from the appropriate personnel (Chief/AD for departmental accounts or PI/Grant Manager for research accounts). As part of this approval, you must receive confirmation of the BMC Posting Project number the conference registration will be charged to.

    i. Examples of BMC Posting Project numbers include, BMC research grants (i.e. 1.10201100. 43xxxxxxxx) and Section Accounts (3.3191800x.319xxxxxxx)

C. Submit your Request:

a. Upon receipt of approval, and greater than **4 weeks** advance notice of registration deadline, you must submit your request to the Infectious Diseases Administrative Coordinator via email. Required information includes:

    i. Conference **registration link** and any information about the conference. Include any login information necessary to process the payment (i.e., username and password)

    ii. **BMC Posting Project #**

    iii. **Registration Due Date**

    iv. **Approval** from Chief/AD or PI/Grant Manager <u>in writing</u> with correct BMC Project # (i.e. forwarding along the email approval)

    v. If the registration is a research expense, provide a **brief description** of why this conference benefits the project being charged.

b. The Administrative Coordinator will submit your request via the BMC Account Payable e-form and Accounts Payable will process the payment using the BMC Accounts Payable credit card.

    i. This step may require continuous follow-up by the Administrative Coordinator to BMC Accounts Payable to ensure payment is processed by the deadline.

D. Confirmation:

a. The Administrative Coordinator will send a confirmation to the end user confirming the registration is complete.