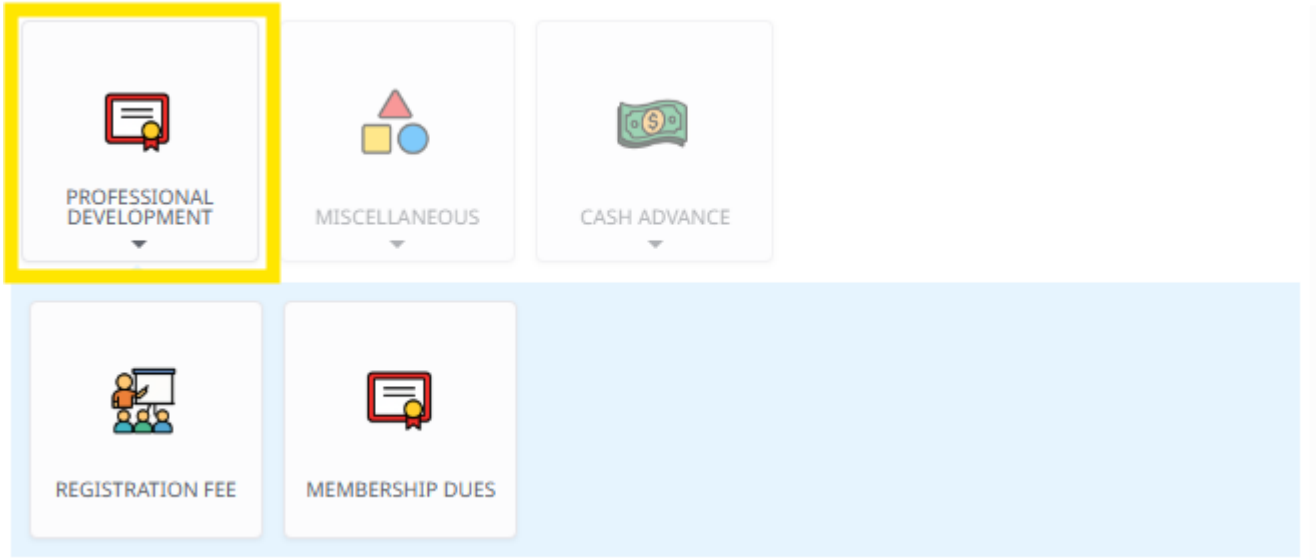
Emburse User Guide:
Professional Development Expense Type

This expense type has two sub-tiles: Registration Fee and Membership Dues

- Tip: If these expense types were estimated on the Pre-Approval, then click that expense type in the Expense Report to edit.
- Tip: If these expense types were not estimated on the Pre-Approval, then add them to the Expense Report by going to the **Add Expenses** menu (see Step 2 in the Create and Submit an Expense Report guide).



Each of these sub-tiles will require the following fields to be populated:

- **Date**: date of receipt
- **Spent:** total of receipt
- **Attachments:** receipt related to the expense

For registration fees and membership dues that accept only checks, as credit card payments are not available, see the guide Registration Fees – Check Only Payments.

- Tip: If possible, then the membership fee should be paid separately from the registration fee with a Purchasing Card (PCard).