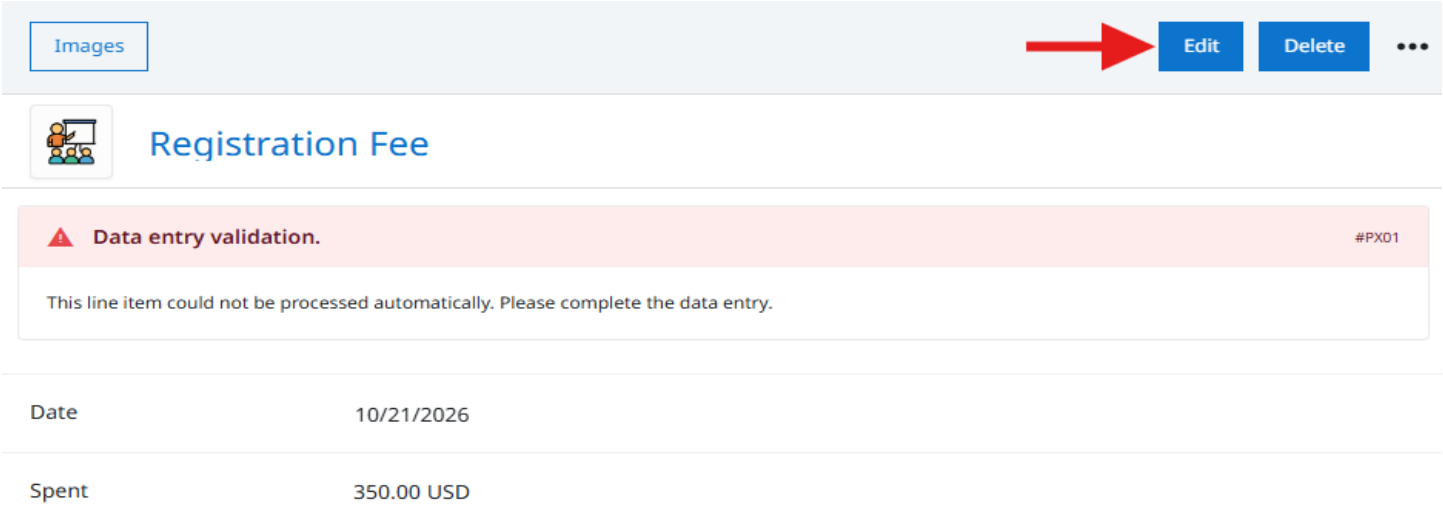
Emburse User Guide:
Registration Fees – Check Only Payments

If a vendor will not accept credit card payments and registration must be paid by check, then delete all other expense line items on the Expense Report. Click the Registration expense line in the left-hand column.

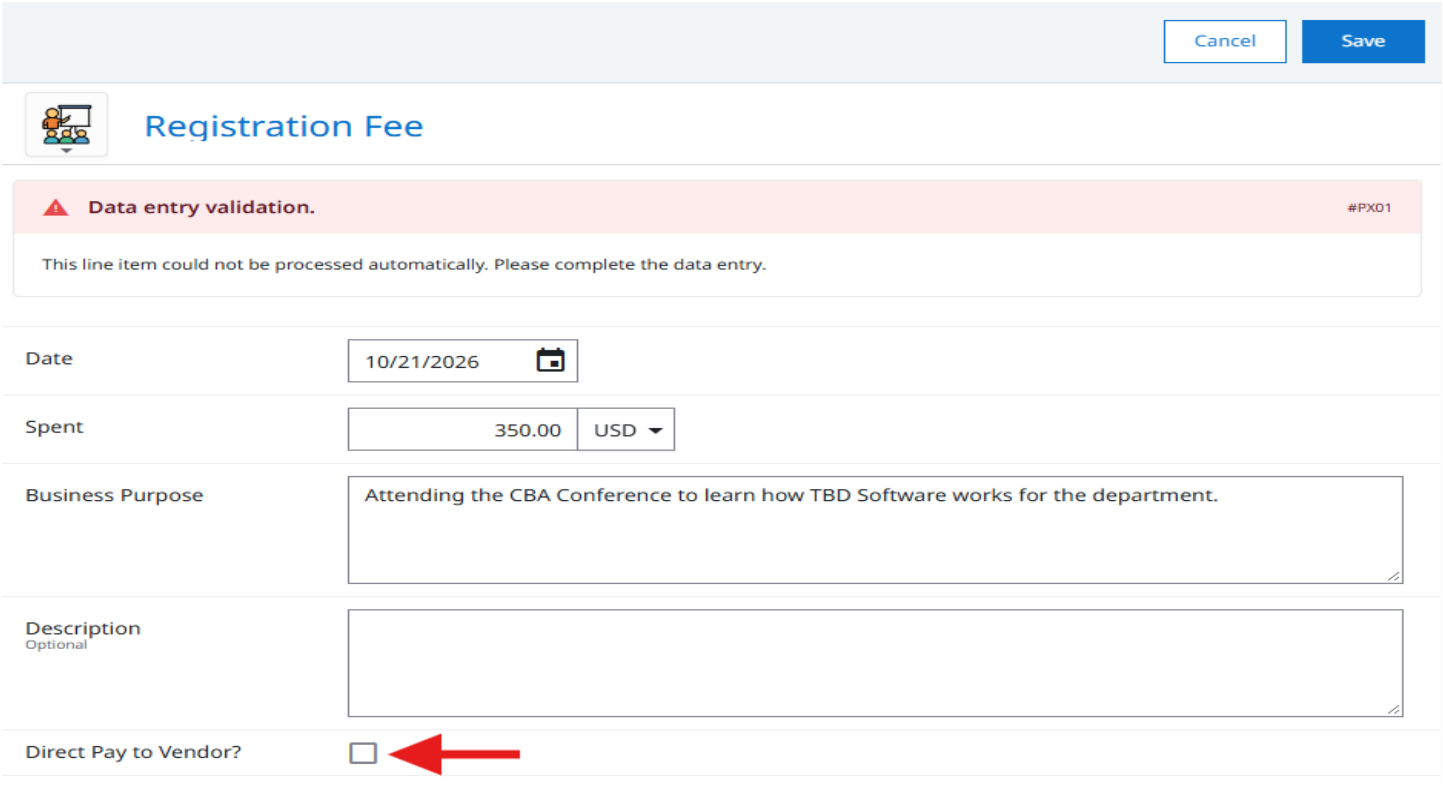
- Tip: If this expense type was not estimated on the Pre-Approval, then add it to the Expense Report by going to the **Add Expenses** menu (see Step 2 in the Create and Submit an Expense Report guide).

Click **Edit**.

- Tip: Ignore the data entry validation warning box. It will disappear after you are done updating this expense.



Find **Direct Pay to Vendor?** and click the checkbox next to it



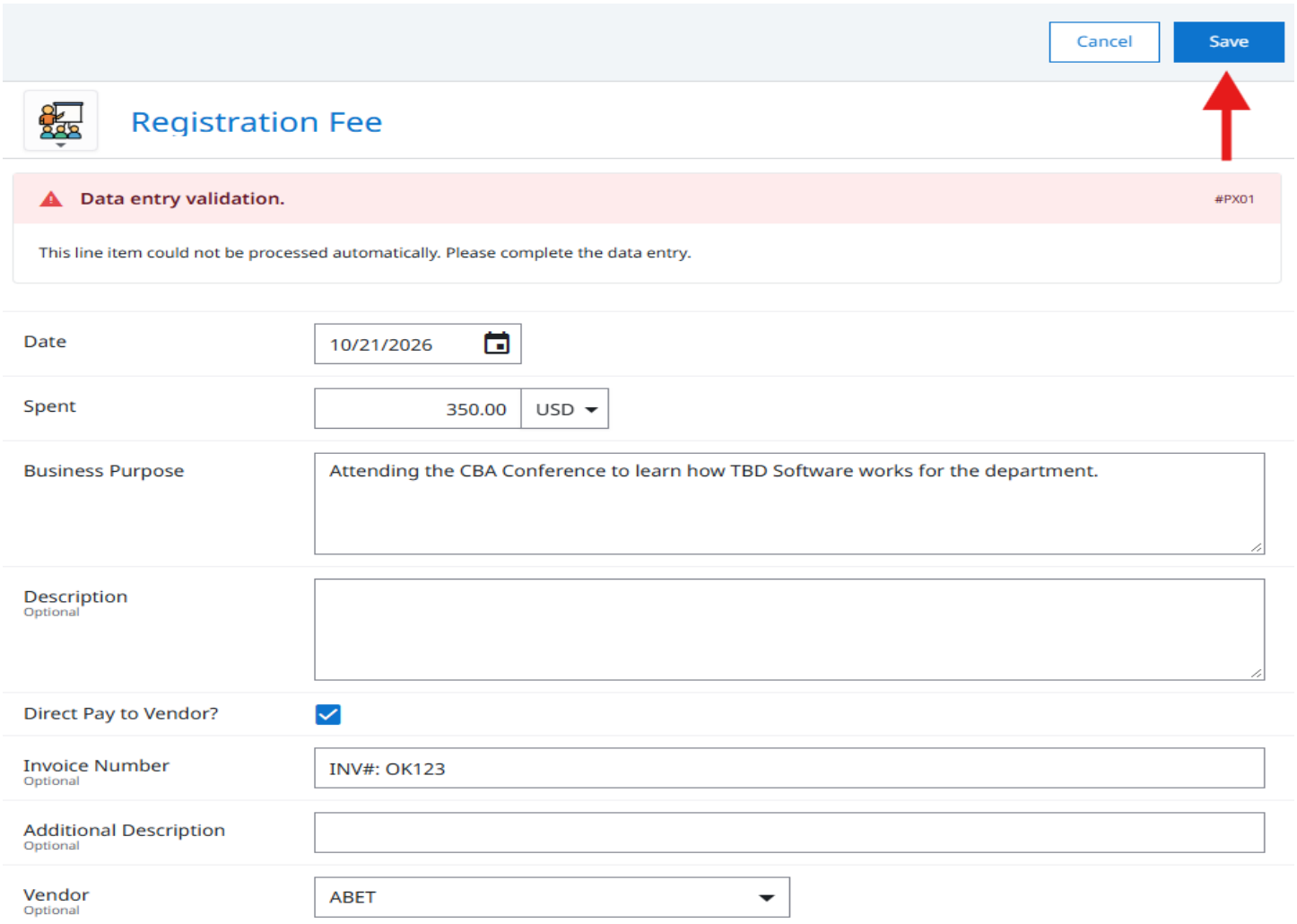
Select the **Vendor** from the drop-down menu.

- Tip: Enter the invoice number in the box provided. If the invoice or completed registration form does not include an invoice or confirmation number, then leave this field blank.
- Tip: If the vendor is not listed, then contact Accounts Payable. Once Accounts Payable enters the vendor, you will receive a notification, and you can complete this expense line item.



Remember to attach the invoice or completed registration in the Attachments section and click **Save**.

- Tip: If the attachment uploaded must be sent with the payment, then indicate that in the Description field.



Click the **Submit** button. Accounts Payable will evaluate the request.