



# Prepaid registration in ESS

## REQUIRED:

- Conference flyer or something showing conference information.
- W9 for vendor we will be sending payment to.
- An invoice or completed registration form showing the amount and where to send the check.
- **You will need to have an approved travel request to complete this action.**

**\*Online conferences can be done through a DP and reimbursed through a DP, all requirements still apply.**

Once your travel request is approved,

Create a Travel expense report (be sure they are linked to same trip number)

Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report	Alert	History
6000012022	06/09/2025	06/09/2025	West Chester University Library	FOLIO Presentation at West Chester University Library	transferred to FI	Request Approved	Add	Create		Display
6000011450	03/06/2025	03/12/2025	Scottsdale, AZ	EBSCO Advisory Board Meeting	transferred to FI	Request Approved	Add	Create		Display

In the travel expense, upload all required documents if you haven't already, using the "Attachments" button.

Navigation bar with buttons: < Previous Step, Enter Receipts >, Save Draft. Below it, buttons: Calendar of Trips, Attachments (0) (highlighted with a red box).

In the travel expense form press **Enter Receipts** to get to the second page

Navigation bar with buttons: < Previous Step, Enter Receipts > (highlighted with a red box), Save Draft.

On the second page, delete Estimated Cost that is in the expense section, then press **New Entry**.

From the drop-down menu select **“X: Pd direct to vendor- Conference Registration”**

< Previous Step | Review > | Save Draft

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Receipts in This Expense Report

New Entry | Copy | Delete

<input type="checkbox"/>	No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
<input type="checkbox"/>	001	■	X: Pd direct to vendor-Conf Re	500.00	United States Dollar	10/01/2025	500.00	<input checked="" type="checkbox"/>	Entered Manually

Once you have entered information and uploaded all required documents, please save and send for approval.

**PLEASE ALLOW TIME FOR VENDOR TO BE APPROVED AND SET UP IN SAP.**