

Pay For External Course/Conf



1. Enter Course

2. Select Attendees

3. Select Payment Method

4. Select Payment Source

5. Select Approver

6. Finish

Payment method [Help](#)

Invoice number to put on the check

Payee name

Reimburse Options

Direct Deposit (available to employees with direct deposit for payroll)

Check Hold for pick-up Name Extension

Check Mail to Name Mail stop

Verify that attendee paid for the registration fee with:

Check

Credit card

Cash

Comments

