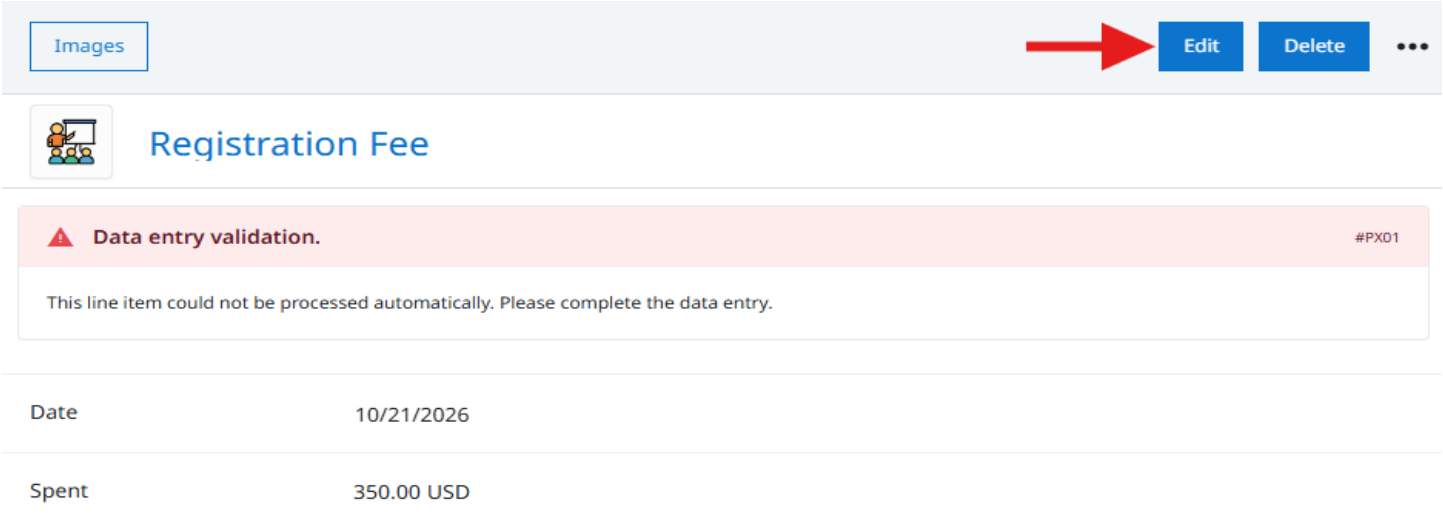
Emburse User Guide:
Registration Fees – Check Only Payments

If a vendor will not allow a credit card payment and the 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.

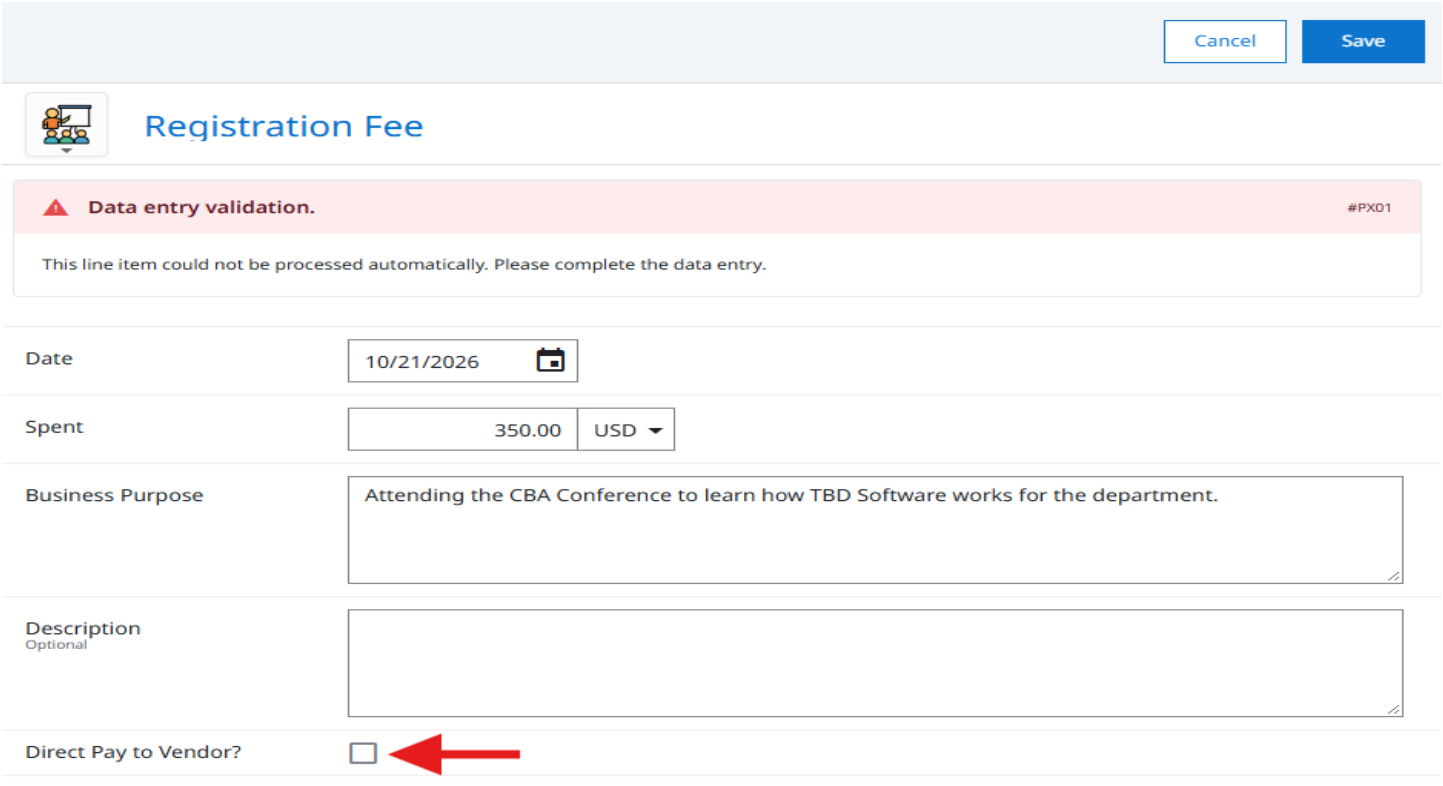
- Tip: If this expense type was not estimated on the Pre-Approval, then add it to the Expense Report by going to the **Add Expenses** menu (see Step 2 in the Create and Submit an Expense Report guide).

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



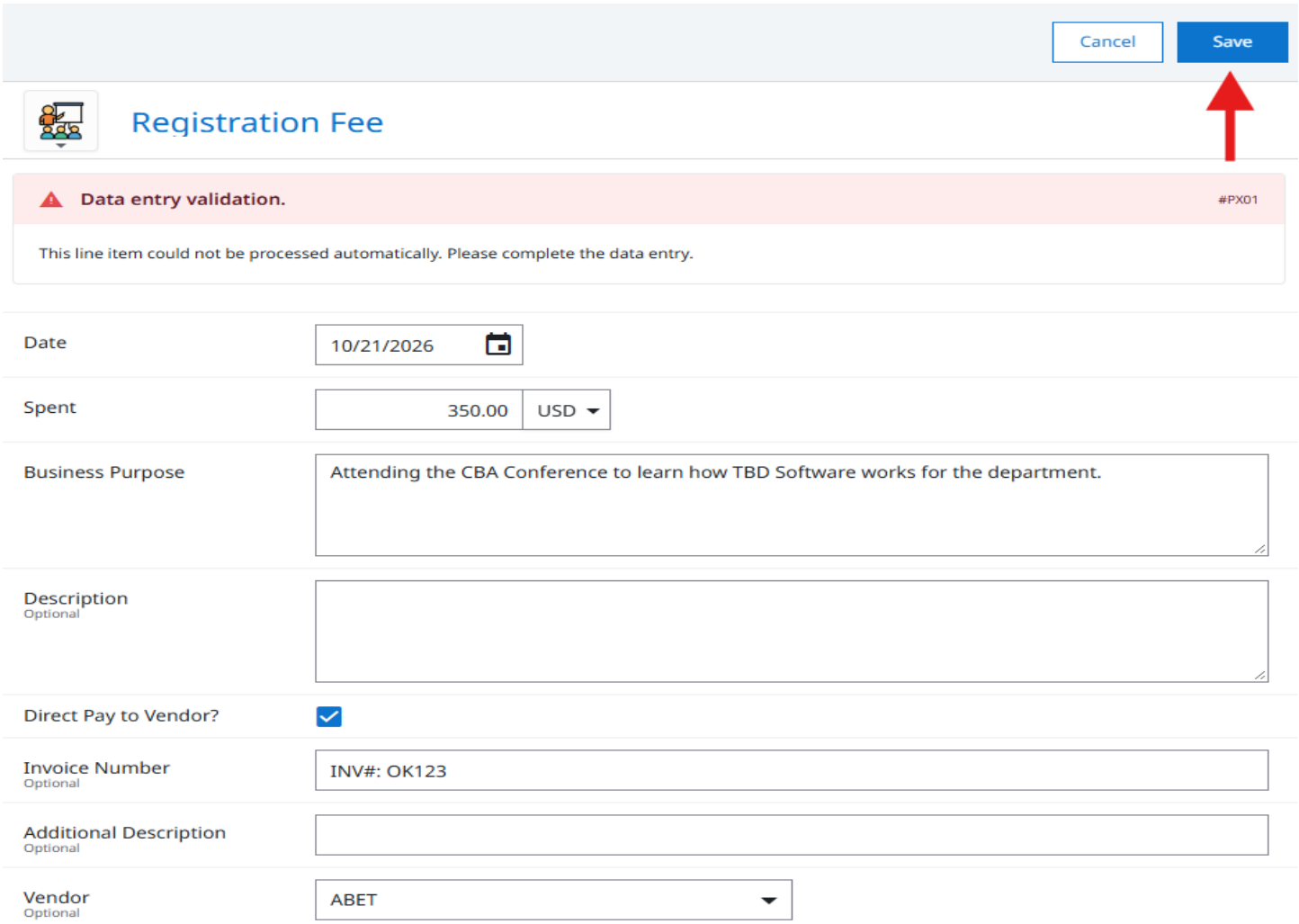
Select the **Vendor** from the drop-down menu.

- 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. The request will be evaluated by Accounts Payable.