**Objective:** This section covers the required details to provide when attending for a conference.

1. In the *Request Header* section, use the *Will you be attending a Conference?* dropdown menu to indicate your attendance status - either *Yes, attending in person* or *Yes, attending virtually*.

   ![Concur interface showing the choice of whether to attend in person or virtually.]

   **Note:** If unsure whether the event meets the criteria to be classified as a conference, select *"Yes"* and continue by entering the event information as outlined in step #2. The travel office will review the provided details and validate the event accordingly.

2. Within the travel request form, **add** a new expense entry for *Training/Registration*. Complete the required fields with the event information, then **click Save**.

   ![Concur interface showing how to add an expense entry for Training/Registration.]

Adding Conference Information to a Request

**Note:** To search for an event, use this format to type in the search box - Open parenthesis *(Start-End Date of event)* Close parenthesis *Name of Event*. For example *(04.30-05.02) ESCC Spring Meeting 2024*. You can also scroll down to find the event instead of typing all the information if it’s already listed in the dropdown option.

**Note:** If the event is not listed in the *Event Name* dropdown, choose *(0.0) Other (0000000845)*. Then, enter the name of the event in the *Event Name (if not on list)* field and provide the conference website URL in the *Event Website & Addtl Info* field. If no website exists, include any available information and attach supporting documentation to expedite conference verification.

**Note:** When using STAP funds for registration fees, do not allocate "Training/Registration" to your STAP fund during the request phase. This step will occur later when completing your expense report.