

**Effective July 1, 2024**

**CHIEF FINANCIAL OFFICER MEMORANDUM NO. 23**

**SUBJECT: DIRECT PAYMENT OF REGISTRATION FEES FOR CONFERENCES AND CONVENTIONS, 69I-42.004 FLORIDA ADMINISTRATIVE CODE (F.A.C.)**

This memorandum establishes payment and supporting documentation requirements for the direct payment of registration fees for conferences and conventions.

**Direct Payment of Registration Fees**

Direct payment of registrations fees for conferences and conventions, where attendance is more than 20 workdays out will no longer require prior approval from the Bureau of Auditing.

All payments whether through Florida Accounting Information Resource (FLAIR), My Florida Market Place (MFMP) or Purchasing Card must be properly approved, documented, and in compliance with law.

- An invoice that is in accordance with 69I-40.002 (3), F.A.C.;
- A copy of the agenda;
- Authorization to incur expenditure;
- Legal Authority and documentation that demonstrates the conference or conventions is in connection with the official business of the state and directly related to the performance of the statutory duties and responsibilities of the agency participating;
- The activity provides a direct educational, or other benefit supporting the work and public purpose of the person attending;
- The duties and responsibilities of the traveler attending such meetings are compatible with the objectives of the particular conference or convention.

The payment of the registration fee(s) must be made via a pay and charge,

- Vouchered in favor of the conference or convention sponsor or designee
- Listing the traveler (attendee) as a sub-vendor

All payments will be subject to post audit from the Chief Financial Officer. In instances where payments are not reasonable or properly supported, individuals will be subject to reimburse the State.

Please contact the Bureau of Auditing at (850) 413-5512 if you have any questions regarding this memorandum.