The October 2014 BRC Blast

What are the 4 ways to register for a conference?

1. **Use the BRC Conference Registration card:** Send your registration information to the BRC T&E team along with our [new registration form](http://www.ucop.edu/business-resource-center/policies-and-guidance/brc-blasts/index.html).
   a. Please submit at least 5 business days before the registration deadline—before the Early Bird deadline is better whenever possible.
   b. The BRC will pay for the registration using one of its conference registration cards.
   c. You will receive your registration confirmation. Please be sure to forward a copy to the BRC T&E team.
   d. The BRC T&E team will send an email to you with the TR number or PO number to be included on the traveler’s reimbursement request that will be submitted after the conference is over.

2. **Use your UCOP T&E card:** Register using your own UC Travel and Entertainment card and submit your reimbursement to the T&E team right away (before you travel to the conference). We can pay the T&E card in advance of the conference date.

3. **Request a check to be issued to the vendor:** If the vendor does not allow payment by credit card, send the conference form and documentation to the BRC POP team at least one month prior to the registration deadline so that we can have Accounts Payable issue a check to the vendor.

4. **Use your personal credit card or check:** Register using your personal credit card or check and submit the receipt to the BRC T&E team for reimbursement after the conference has ended.

YOU CAN REACH US AT:

- [brctravelandent@ucop.edu](mailto:brctravelandent@ucop.edu)  Mark – Team Lead
- [brcpurchaseandpay@ucop.edu](mailto:brcpurchaseandpay@ucop.edu)  Brad – Team Lead
- [brcaccounting@ucop.edu](mailto:brcaccounting@ucop.edu)  Karen – Team Lead
- [brcpolicycompliance@ucop.edu](mailto:brcpolicycompliance@ucop.edu)  Sharon – Team Lead
- [brcpayroll@ucop.edu](mailto:brcpayroll@ucop.edu)  Ana – Team Lead

*If you have an idea for a BRC Blast, please send it to the BRC. If we use your idea, we’ll give you a $5 gift card.*