

ADVANCE REGISTRATION FEE REQUEST Advance Registration (Purchase Order) Advance Registration (Payment Card)
Payment Cardholder Name and I.D.

1. Employee Attending	ODM Work Unit and Location	Telephone Number
2. Amount of Advance Registration Fee Requested \$		

3. Sponsoring Organization (Vendor)	Tax I.D. Number	
Street Address		
City	State	Zip Code

4. Purpose of the conference/meeting		
Conference Meeting Dates	From	To

5. ODM Appropriate Supervisor Approval	Date
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The undersigned hereby agrees that if he/she is unable to attend, he/she will notify his/her supervisor as far in advance as possible so that an alternate person can attend. If the employee fails to attend, no alternate is found, and absent mitigating circumstances, he/she will be responsible for reimbursing ODM in full for the advance registration fee not refunded by the sponsoring organization.		
6. Employee Signature	Title	Date

Instructions for completing this form:

- Identify the purpose of this request by selecting the appropriate box at the top of the form.
- Attach a document (agenda, pamphlet, letter, etc.) indicating that the registration fee is required to be prepaid and provide proof of attendance upon return. If proof of attendance is not provided, then the vendor must complete ODM 02739, Proof of Attendance Certificate. If the conference/meeting is out-of-state, two copies of the signed and approved OBM 4501 Out-of-State Travel Request must also be attached.
- Submit the completed ODM 02738 (original and two copies) along with the required documentation at least four weeks in advance of the conference/meeting date to:

Office of Fiscal Services
Accounts Payable Section
50 W. Town St. 4th floor
Columbus, OH 43215-0423

a. If Advance Registration via Payment Card, attach respective payment card log with documentation.

b. If Advance Registration via Purchase Order, also submit one copy of the completed ODM 02738 along with the required documentation at least four weeks in advance of the conference/meeting date to:

Office of Contracts and Acquisitions
Purchasing Unit
50 W. Town St. 4th floor
Columbus, OH 43215-0423