

# The Lawrence

## Conference and Membership Registration Process

1. Complete and sign The Lawrence [Conference and Membership Registration Form](#)
2. Secure approval from the Fund Owner and Financial Analyst; ensure this expense is budgeted for the current fiscal year.
3. Submit the completed and approved form to LHSBUY@berkeley.edu.
4. Once all required approvals are confirmed, an Administration Group team member will reach out asking you to send a zoom invite to initiate payment processing.
5. **NOTE:** You will enter all required information to the registration website and the Administration Group team member will **only** enter credit card information to finalize payment.
6. Once a conference registration confirmation is provided, please forward to LHSBUY@berkeley.edu.
7. **NOTE:** As a cost saving measure, please plan ahead to ensure The Lawrence is able to take advantage of Early Bird deadlines, whenever possible.
8. If you opt to pay out of pocket and seek reimbursement, please note that pre-approval from your supervisor is required and your reimbursement will only be processed at the conclusion of the conference.
9. **Questions:** Please email: LHSBUY@berkeley.edu
10. **REMINDER: All Travel must be pre-approved by Florencia Ramos, Deputy Director, LHS. Please submit an email request to Flori.**

# CONFERENCE / MEMBERSHIP REGISTRATION bluCard FORM

<b>I. REGISTRANT &amp; CONFERENCE/WEBINAR/SUMMIT INFORMATION:</b>						Date:		Fiscal Year:	
Registrant's Name (As.issued.on.Government.ID) & Job Title:						Requisition Number: (For Admin Office Use Only):			
Registrant's Email:				Approved Form submission Date:					
Name of Conference:				Conference Date(s) & Location:					
Business Purpose for Attending:		Attendee		Presenter		Virtual		In-Person	
Early Bird Registration <b>Deadline:</b>				Regular Full Registration <b>Deadline:</b>					
Is the Conference location Domestic or International? Domestic						International			
If international, list country hosting the conference:									
Is a Membership/Subscription required to register for the event? YES						NO		<b>Deadline:</b>	
Registration Website URL:									
Is the Membership/Subscription Individual or Institutional?						Individual		Institutional	
Are there any additional Conference-related events you would like to attend? YES						NO			
*If so, please list event(s) here and seek approval below									
To maximize cost-savings, identify other LHS Employees also attending this conference:									
<b>II. APPROVALS: NOTE: Registrant should secure all required approvals</b>						<b>AMOUNT DUE:</b>			
Early Bird Conference Registration fee, if it's an option/ Regular Registration fee Please plan ahead; every effort will be made to meet the Early Bird Deadline. However, we recommend you seek approval for the Regular Rate as a backup.						Early Bird Rate		Regular Rate	
						Membership or Subscription Fee, if required			
Other Conference-Related Event fee									
<b>TOTAL Amount Charging UC Funds:</b>									
<b>III. CHARTSTRING: Expense Budgeted for FY25/26? YES</b>						<b>NO</b>		If no, attach explanation how your budget will cover this expense.	
Account	Fund	Dept ID	Program	CF1	CF2	PC BU <small>For C&amp;G Only</small>	Project <small>For C&amp;G Only</small>	Activity <small>For C&amp;G Only</small>	TOTAL
						GM100		01	
						GM100		01	
<b>IV. APPROVALS:</b>									
Registrant's Signature:						Date:			
Fund Owner Name:			Fund Owner Approval:			Date:			
Financial Analyst Name:			Financial Analyst Approval:			Date:			
Membership/Subscription Approval: Rena Dorph			The Lawrence Department Head Approval:			Date:			
bluCard Holder:			bluCard Holder Signature:			Date:			
<b>FOR BUSINESS ADMINISTRATION OFFICE USE ONLY</b>									
Purchase Date:		BFS Clear Date:		Audit & BFS Approval Date:		Verifier/Approver Initials:		BearBuy CC#:	