



## Professional Development Expense Type

This expense type has two sub-mosaic tiles, which include: Registration Fee and Membership Dues.

Each of these sub-mosaic tiles will require the following fields to be populated:

- **Date:** date of receipt
- **Spent:** total of receipt
- **Attachments:** receipt related to the expense

To add any of these expense types, click the **Professional Development** mosaic and then click the respective sub-mosaic tile.

- : If any of these expense types were estimated on the Pre-Approval, then click that expense line in the Expense Report to edit.

For registration fees and membership dues that only will accept checks for payment (credit card payment is not available), see the guide

For registration fees and membership dues that are on one receipt, see the guide