

## Conference Fees Payments - processes from November 2013

Further to feedback received by Finance, we have reviewed the process for making payments related to Conference Fees. Previously, where payment could not be made using a QMUL Purchasing Card, you had to request a new supplier to be set up on Agresso, before the payment could be made. This process:

- was inefficient as Finance were setting up conference organisers as suppliers on Agresso which may only ever be used once
- caused delays and sometimes meant that we could not take advantage of "early bird" booking discounts

Therefore, in order to ensure payments related to conference fees can be processed more efficiently, the following processes will apply from immediate effect:

### 1. QMUL Purchasing cards should be used as the preferred method of payment for approved conference fees

This method:

- is easier, quicker, more cost effective and includes the ability to make online payments, as well as payments in currencies other than £ sterling

### 2. Conference Fees Payment Request (via Agresso – by exception only)

- This payment method **should only be used if you are unable to make the payment using a QMUL Purchasing Card** (i.e. purchasing card not accepted by the conference organiser)
- Please:
  - ✓ ensure you complete all the relevant details (to avoid delays in the payment being processed) on the **Conference Fees Payment Request Form**
  - ✓ send the completed **Conference Fees Payment Request Form** and “**Supporting information**” (e.g. registration form and confirmation of bank details) to: **Accounts Payable, Room W117, Finance, Queens Building, Mile End Campus, London E1 4NS**

#### Note:

- QMUL has weekly payment runs, so depending on the timing, you should **always allow up to 10 working days** for the payment request form to be received by Accounts Payable and processed for payment.
- Finance have set up a generic supplier on Agresso, which will be used by Accounts Payable for processing these payments. Therefore, you no longer need to request conference organisers to be set up as suppliers, which may only ever be used for one payment.

You can find a copy of the “**Conference Fees - payment request template**” on the Finance intranet pages here <http://qm-web.finance.qmul.ac.uk/financeforms/index.html>

If you have any queries, please contact [accountspayable@qmul.ac.uk](mailto:accountspayable@qmul.ac.uk)