

SNRE Business Office Conference and Event Support

The business office will support your conference/event in the following ways:

- Create purchase orders for hotels and facility reservations.
- Create Travel Authorizations if needed.
- Help with car rentals.
- Check out PCard to pay for flights, etc
- Reimburse expenses.
- Receive payments from Eventbrite (we cannot manage the registrants), payment is sent by check or ACH to the university.
- Hire support staff or student employees to help manage the event.
- Receive payments sent by check/ACH/Wire.
- Send financial reports on expenditures and payments received.

We do suggest having a point person who is managing registrants, etc. Depending on staff and student availability, we might be able to offer more help that would be billed at the appropriate hourly rate. Busy times are April-July and October-November.