

Conference Guidance for Triage

Start the triage ticket(s) in advance of your event, this allows the department and ASBC to have time to make certain everyone has the information they need for the conference to be successful.

Main ticket

Please start one main Triage ticket using the Payment Request Document Triage Form <https://www.as.uky.edu/payment-request-document>. This ticket should include:

- 1) Information on your expected budget
 - a. Please attach any emails from other departments or colleges regarding funding contributions
- 2) All expenses for:
 - a. Hotels folios
 - b. Conference room rental
 - c. PRD requests for restaurants
 - d. Boone Center
 - e. PRD reimbursements for staff, faculty or students when they have used personal funds
 - f. Catering requests and invoices
 - g. Printing receipts
 - h. Request for supplies
 - i. Information if using PPD

Speakers and Entertainers

Please create separate ticket(s) for each independent contractor (speakers, entertainers etc.) using the independent contractor triage form <https://www.as.uky.edu/independent-contractor>. These tickets should include:

- 1) Speaker fee
- 2) Airfare receipt
- 3) Mileage/travel receipt reimbursement
- 4) Scope of Work
- 5) W-9 or W-8BEN (Visa, ESTA or I-94)
- 6) Please refer to the main ticket number