

**CUES Paid Event: Corporate Card Holder**

**Purpose:***Send this email to communicate your credit union’s policy on how to pay for events via credit union/company card.*

**Directions:***Copy and paste the template below into a new email, replace all highlighted fields, then send*

SUBJECT: **CUES Paid Event Registrations: <CU/ORGANIZATION NAME> Policy: Corporate Card Holders**

Discounts for paid events through CUES are a benefit included in your CUES Membership. If you are interested in attending CUES CEO Institutes, Schools, or in-person events which require travel you must gain approval from your supervisor before making a purchase.

Below are the steps to be approved for paid events through CUES at <CU/ORGANIZATION NAME>:

1. Identify the CUES event you would like to attend
2. Schedule time with your supervisor to discuss the need for the registration
3. Once approval is granted, register for the event
4. During the event registration process, proceed to checkout and enter your corporate card info for payment.
5. Submit the registration confirmation and receipt of payment to <<AR/Supervisor)

To complete your registration and credit card payment, reference the below guides in the [Member Help Center](https://www.cues.org/member-help-center):

Event Registration

Credit Card Payments

\*Benefits included in the membership such as CUES Webinars and Virtual Classrooms are not considered paid events.