

The Center for Global Engagement

Study Abroad Program Payment Request

Complete this form for payment request(s) related to faculty-led study abroad programs. Payment request(s) must be accompanied by an invoice. Reimbursements also require proof of payment (receipt, zeroed-out invoice, credit card statement).

Allow two weeks for payments to be processed. When required by vendors, payments can be expedited. Contact the Center for Global Engagement in advance if you believe your payment may need to be expedited.

Requesting program leader(s): _____

Program name: _____

Apply provost funding to this invoice? Yes No; Amount of funding: _____

*Provost funding is subject to state purchasing guidelines, it cannot be used to pre-pay lodging.

Is this a request for reimbursement? Yes No

Is this a request for advancement of funds? Yes No

Payee: _____

*If this is a reimbursement, list original payee.

Description of expense (airfare, lodging, guide, etc.):

Amount: _____ Due date: _____ Pay full amount now? Yes No

Currency of invoice: _____ Payment schedule (if applicable)

All non-USD payments processed by wire transfers will be completed in the currency indicated on the invoice. There are no additional fees for conversion or to process by wire. The final amount debited from the program account will be in USD and based on the conversion rate on the day payment is wired.

Amount: _____ Due date: _____

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Amount: _____ Due date: _____

Method of payment

Wire

Bank Name: _____
 Bank Address: _____
 Name on Account: _____
 Account: _____
 Sort Code: _____
 BIC/Swift: _____
 IBAN: _____

Check

Make check payable to: _____
 Mail to: _____

 Type initials here to serve as signature

 Date