

Study Abroad Program Essentials:



Vendor Payment options:

Listed in order of preference

Procurement and Business Services recommends the following payment methods for vendors:

- Invoice
- P-Card
- Program Advance



If the preferred method cannot be completed, document the reason. before proceeding to the next option.

Airfare booking for students

Listed in order of preference



- Travel Inc.
- Invoice
- P-Card
- Program Advance



If the preferred method cannot be completed, document the reason.



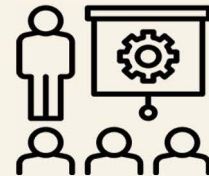
P-Card requirements for Study Abroad Programs:

Each study abroad program must designate at least one faculty or staff member with a Georgia Tech P-Card, to be used for emergencies or other appropriate business-related expenses.

Visit [P-Card 101](#) for more information.



If necessary, coordinate with your department's financial administrator to secure a P-Card.



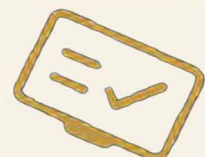
Got Questions?
Submit a [ServiceNow request](#) to Pcard Central

Employee Travel Requirements!

All employees traveling abroad must:

- Submit a Spend Authorization via Workday prior to departure.
- Submit Expense Reports within 10 days of trip completion (no later than 45 calendar days).

Additional info found here:
[AP Accounting-Expense Reports](#)



Know Before You Go:
Essential Travel Resources

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