Payments for Study Abroad Programs may be requested via:

- Check Request Form – Must have supporting documentation such as vendor invoice and approved Student Group and Employee Travel Authorizations. **System checks may only be processed in US Dollars.**
- Domestic Wire Transfer in US Dollars
- International Wire Transfer in US Dollars
- International Wire Transfer in Foreign currency

Each of these three types of wire transfer forms may be found on the Travel Services website [http://www.westga.edu/travel/](http://www.westga.edu/travel/) under “Study Abroad/Team and Group Travel”.

**For wire transfers,** department should populate the highlighted cells on the appropriate transfer form and submit along with an approved Check Request Form so that our Travel Services office will have approval signatures and may use for budget check validation. A typical document package will include:

- Approved Check Request Form with appropriate account chartstring and expense amount
- Wire Transfer Form – **NOTE:** All highlighted fields must be completed.
- Vendor invoice – **NOTE:** if invoice is expressed in a foreign currency, department must submit a printed estimated conversion to US Dollars. Oanda is a suggested conversion site located here [https://www.oanda.com/currency/converter/](https://www.oanda.com/currency/converter/).
- Approved Student Group Travel Authorization with student name addendum sheet as well as Employee Travel Authorizations for any UWG employees participating in the trip.
- Vendor supplied documentation to identify banking information for both the Vendor’s (Beneficiary) bank account and address AND Vendor’s Bank (Receiving) ID and address.

Please note that each new wire transfer stands on its own merit and both Beneficiary and Receiving Bank information must be re-verified with each payment due to potential changes in the vendor’s banking arrangements.