<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Timeline</th>
<th>Description</th>
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| ISU study abroad event card  | • Card issuance may take 7-14 business days  
• Transactions post to the validator’s inbox in 1-3 business days  
• Transactions must be processed within 30 days | • Online application process through AccessPlus, which is initiated by the International Programs Coordinator (IPC)  
• Credit card used for pre-payments or on-site payments for the entire group, not for only you personally  
• Cardholder is the only person who can use his/her event card  
• Alcohol is not an allowable event card expense  
• Cardholder must retain original receipt and return it to validator within 30 days  
• Faxed or scanned copy acceptable if program is longer than 30 days; original can be returned to validator after conclusion of study abroad program |
| International wire transfer  | 7-14 working days       | • Invoice from vendor required with itemized description of what is being purchased  
• If invoice is in a foreign language, faculty member must provide a brief translation of what is being purchased  
• Invoice must also include wire transfer instructions (bank name, branch address; account name and number; swift code, IBAN) |
| Cash advance and/or per diem | 7-14 working days       | • Program leaders can request a cash advance for on-site expenses by submitting an estimate of cash expenses to the IPC at least 3 weeks before departure; the cash advance may include a per diem request or be requested only for a per diem  
• Program leader must sign a statement acknowledging s/he will provide accurate accounting of expenditures and appropriate documentation  
• Program leader will be issued with a check that can be deposited into his/her personal bank account  
• Program leader can exchange currency in cash before departure or draw on funds with a debit card from abroad  
• Cash advance only  
• Receipts required for all expenses; typical expenses include local transportation, lodging, group meals, admission tickets, etc.  
• All expenses must be allowable and appropriate in accordance with ISU policy (alcohol is not allowable)  
• If a receipt can’t be obtained, the program leader should use a receipt book (available from the IPC)  
• If a receipt is lost, the program leader must submit a certificate of lost receipt (available from the IPC)  
• Program leader should submit each receipt with a general or hospitality expense form (available from the IPC)  
• If receipts are in a foreign language, faculty member should provide a brief translation of what was purchased  
• Funds that are unaccounted for or unused funds become the personal responsibility of the program leader and will be due to ISU via the program leader’s U-bill (as per signed statement)  
• Per diem only  
• If the per diem is less than $75/day, the program leader is not required to submit any receipts upon return  
• The per diem covers the following types of expenses: program leader’s breakfast, lunch, dinner, snacks, non-alcoholic beverages, groceries, and tips. Transportation between places of lodging or business and places where meals are taken, laundry, and dry cleaning expenses may be claimed separately.  
• Program leader must request separate receipts when an expense covered by the per diem is included on a receipt with student expenses; if this is not possible, the program leader must refund ISU for that amount |
| Personal funds               | Reimbursement occurs after program leader has returned to Ames and submits receipts | • Receipts required for all expenses  
• All expenses must be allowable and appropriate in accordance with ISU policy (alcohol is not reimbursable)  
• If a receipt can’t be obtained, the program leader should use a receipt book (available from the IPC)  
• If a receipt is lost, the program leader must submit a certificate of lost receipt (available from the IPC)  
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