

## Summer Study-Abroad Trips

Now that the spring semester has ended, departments with faculty that will be leading summer study-abroad trips should be planning to have the necessary processes in place to pay for the expenses of these trips.

Wherever possible, arrangements should be made for UNM to pay directly for as many expenses as possible, whether that is via PCard or check. Understanding that there is often a need to pay for some expenses with cash, a UNM faculty or staff member traveling on the trip should be in possession of a University "Study Abroad" PCard, with the cash advance option. Travel advances will generally not be issued, and obtaining necessary cash via a cash advance with a PCard is preferred. Information on obtaining a Study Abroad PCard is available at: <http://pcard.unm.edu/study-abroad-p-card-information/index.html>.

Travelers must also be aware of the documentation requirements when paying for services in a foreign country. These requirements are explained here: <http://taxation.unm.edu/w8-outside-us.html>.