How Do I Pay an International Citizen or Business?

I am in a foreign country

What I purchase will be provided in or will stay in the foreign country

I will pay and be reimbursed or use my VU Pcard

Payment Options:
- Cash (from Advance or Personal Cash)
- Personal Check
- Personal Credit Card
- **University Credit Card / Pcard**

Check Request:
- Include Invoice and/or Receipts
- Reviewed by Disbursements supported by HR Int’l Tax
- Receipt book (where payments are made without access to normal receipts)
- Flyer from Conference
- Statement of Services performed
- Contact for support: 615-322-2911 (option 2) UDC@list.vanderbilt.edu

Reimbursement Issued:
- Check
- Electronic Funds Transfer (EFT)
  - Contact Disbursements for support and requirements: 615-322-2911 (Option 3)

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To be Reimbursed:
- Check Request with required supporting documentation
- Travel Report with required supporting documentation

Check Request:
- Normal Receipts
- Receipt book (where payments are made without access to normal receipts)
- Flyer from Conference
- Statement of Services performed
- Travel Report:
  - Complete the form
  - Receipts
  - VU Pcard statement

Purchase Order:
- Complete requisition process
- Reviewed by Procurement
- May require additional information
- Contact for support: 615-322-2911 (option 3)

If possible, have vendor go to:
http://www.vanderbilt.edu/visit/
- Complete BVQ (Business Visitor Questionnaire)
- Contact for support: 615-342-7102

Payment Issued:
- Vanderbilt University Check (USD)
- Electronic Funds Transfer (EFT)
  (issued in accordance with VU payment terms or negotiated discount terms)

To Issue Payment:
- Check Request with required supporting documentation
- Purchase Order completed through Procurement process

Check Request:
- Include Invoice
- Reviewed by Disbursements supported by HR Int’l Tax
- Flyer from Conference
- Receipts or Receipt Book (where purchases are made without access to normal receipts)
- Other proof of purchase
- Statement of Services Performed
- Contact for support: 615-322-2911 (option 2) UDC@list.vanderbilt.edu

Purchase Order:
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If possible, have vendor go to:
http://www.vanderbilt.edu/visit/
- Complete ISQ (International Supplier Questionnaire)

Payment Issued:
- Vanderbilt University Check (USD)
- Electronic Funds Transfer (EFT)
  (issued in accordance with VU payment terms or negotiated discount terms)

To Issue Payment:
- Check Request with required supporting documentation
- Purchase Order completed through Procurement process

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- Reviewed by Disbursements supported by HR Int’l Tax
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