**How to Pay for International Activities—  
Payroll, Purchasing, Services and Travel**

(October 2013)

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|  | **Pay Salaries for UW Employees Who Work Abroad** | **Pay Foreign Vendor for Goods & Services for Use Abroad** | **Pay Independent Contractor for Services Performed Abroad** | **INTERNATIONAL TRAVEL –  FOR INDIVIDUALS** | | |
| **Pay for international flight** | **Pay for international lodging** | **Pay for meals while abroad (reimbursed based on per diem rates)** |
| Bank Cards |  |  |  |  |  |  |
| CTA card\* | *NA* | *NA* | *NA* | **YES** | *NA***1** | *NA* |
| Personal credit card | *NA* | **YES** | *NA* | *NA***2** | **YES** | **YES** |
| ProCard | *NA* | **YES** | **YES** | *NA* | *NA***3** | *NA***3** |
| UW Travel card | *NA* | *NA* | *NA* | **YES** | **YES** | **YES** |
| Cash (Personal funds or cash converted from per diem or field advance) | *NA* | **YES** (not a preferred option) | **YES** (not a preferred option) | *NA***2** | **YES** (not a preferred option) | **YES** (not a preferred option) |
| Direct Deposit | **YES** | *NA* | *NA* | *NA* | *NA* | *NA* |
| UW Check | **YES** | **YES****4** | **YES****4** | *NA* | *NA***5** | *NA***5** |
| Wire Transfer | *NA***6** | **YES** | **YES** | *NA* | *NA***5** | *NA***5** |

*NA* =not available as a payment method

\*Note that the CTA card can also be used to pay for bus, rail and boat tickets. It can also be used for flights and lodging for non-UW individuals traveling for business purposes, if allowed by the grant.

1There are two exceptions when the CTA card can be used to pay for international group lodging—for UW employees when 5+ rooms are booked and for student groups (undergrad and graduate) of any size. Note, however, that international hotels usually require an actual card to be presented for payment.

2 Washington State rules require that airline tickets must be purchased with either a UW travel card or a CTA card.

3 If the cardholder is hosting an event abroad, the ProCard can be used for lodging and meals (per diem applies).  
4It may be problematic for a foreign vendor or independent contractor to cash a UW check.  
5This method can be used if lodging or food for a group event (e.g., conference) was secured through a purchase order.

6Contact UW Payroll Office. Wire transfers are used in limited circumstances.

**Direct Deposit**

| **Method** | **Responsibilities** | | | **Cost** | **Maximum Transaction Limit** | **Transaction Time** | **Advantages** | **Disadvantages** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dept/UW** | | **UW Office** |
| **Direct deposit to employee’s *US* personal bank account** | Employee signs up for direct deposit through Employee Self-Service website | | UW Payroll Office answers questions about direct deposit | No cost | No limit on amount of direct deposit | Direct deposit for foreign-based employee follows same process as for Seattle-based employees | Fastest way to receive UW paycheck  No extra fee for dept to pay foreign-based employee  US banking system has customer protections | Requires foreign-based employee to have a US bank account |
| **Direct deposit to employee’s *foreign* personal bank account**  UW works with Travelex, an internation-al finance company, to wire pay checks to foreign accounts | | Dept contacts UW Payroll and prwire@uw for initial Travelex setup  Every pay period, dept emails [prwire@uw. edu](mailto:prwire@uw.edu)  with the net amount of employee’s paycheck to be wired | UW Accounts Payable notifies Travelex of the amount to wire  Travelex wires amount to employee’s foreign bank account | $25 wire fee per pay period which can be either charged to the departmental budget or deducted from the employee’s paycheck | No limit on amount of direct deposit | Can take up to 10 business days for wires to be processed | Only method to electronically pay a UW foreign-based employee who doesn’t have a US bank account  Faster payment than a check to pay a UW foreign-based employee  Employee may incur fewer banking charges and fees than if paid by UW check | This is a manual process which may result in delays if there’s a slowdown at any step  Depending upon the country’s banking regulations, foreign wires may be sent through multiple banks which may prolong how long it takes for the wire to be deposited in the employee’s account  Cost of twice monthly wire fee |

| **UW Check** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Method** | **Responsibilities** | | **Cost** | **Maximum Transaction Limit** | **Transaction Time** | **Advantages** | **Disadvantages** |
| **Dept/UW** | **UW Office** |
| **UW Check** | Dept initiates check request  Dept indicates distribution method (pick-up vs. mail) | Financial Services processes the check request | No UW charge to produce check | No maximum dollar amount for check | Allow up to 4 business days for UW to process the check request  Once deposited, additional time may be needed to clear the check depending on the bank and the check amount | No charge for check request processing  For services performed on campus, can present a check directly to the foreign visitor | Slowest of all methods for foreign payments  Can take up to 45 days for check to clear in a foreign bank account  Exchange rate from US dollars to local currency is lower for a check than for a wire transfer  Check can get lost or stolen before it’s delivered to recipient  Generally not an advisable practice for paying foreign vendors |

**Wire Transfer**

| **Method** | **Responsibilities** | | **Cost** | **Maximum Transaction Limit** | **Transaction Time** | **Advantages** | **Disadvantages** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dept/UW Employee** | **UW Office** |
| **Wire transfer to *US* bank account** | For a Field Advance Dept initiates request for wire transfer  To Pay a Foreign Vendor  Dept incurs an expense to a foreign vendor | For a Field Advance  Field Advance Office wires the advance  To Pay a Foreign Vendor  Accounts Payable wires the payment | $25 per wire | No limit to the amount that can be wired | Money can usually be accessed within 2 business days | Fastest method to get money into a US account  Wire to a domestic account is a secure, transparent method of payment  Domestic account has protections of US banking system  Bank statement is a reliable and consolidated record of banking transactions  Easy to return any unspent funds from an advance | Requires US bank account which may not be an option for a foreign vendor  Cost to dept of wire transfer |
| **Wire transfer to *foreign* bank account** | For a Field Advance Dept initiates request for wire transfer  To Pay a Foreign Vendor  Dept incurs an expense to a foreign vendor | For a Field Advance  Field Advance Office wires the advance  To Pay a Foreign Vendor  Accounts Payable wires the payment | $25 per wire | No limit to the amount that can be wired | Money can usually be accessed in 2-5 business days from when the wire transfer request is approved  Transaction time may take longer depending on banking system and country that receives the wire | Wire to a foreign account is a secure, transparent method of payment  May be only option to pay foreign vendor | If wiring funds to a UW employee, foreign bank account must be opened prior to the money being wired  Foreign bank account doesn’t have customer protections of US banking system  If there’s a mistake with the wire, it can be time consuming and difficult to resolve  Country laws may prohibit repatriating unspent funds from the foreign account either electronically or in cash  Cost to dept of wire transfer |