



Academic Travel Services

Instructions on charging trip payments to a credit card

As a convenience, your trip participants can most definitely charge your trip payment to your credit card. This is done securely online and since each charge is a separate "event" (we don't store credit card information in any form or fashion) your participants will need to visit the site **Each Time** a charge will be made. Each charge will be a **SEPARATE EVENT**. In order for us to accurately know into which account to place the payment, it is important that your group members complete the on-line form (MyPay.AcademicTravelServices.com) with the following required information:

- ◆ **GROUP ACCOUNT NUMBER** *T573*
- ◆ **SCHOOL NAME** *Martin Ms FineArts*
- ◆ **STUDENT NAME** (or names if more than one family member is involved)
- ◆ **GROUP SPONSOR/DIRECTOR** (usually you) *Lacy Lowder*
- ◆ **AMOUNT TO CHARGE TOWARD TRIP COST**

Note that there will be an additional "**convenience fee**" added to the amount charged each time a credit card payment is made and this fee will not apply to trip cost, only the amount that you instruct us to charge toward the trip.



Once again, the Web URL for credit card payment portal: MyPay.AcademicTravelServices.com

Please contact your representative if you have any questions.

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