**UC International Financial Expectations for Running a Faculty-Led Study Program**

**Updated April 2017**

UC International Programs and the UC International Travel Oversight Committee (ITOC) have developed the following financial expectations for faculty collaborating with UC International when UC International is managing the financial aspects of a faculty-led study abroad program.

The goal for this document is to outline financial expectations regarding the use of student collected fees for study abroad programs.

UC International supports that other offices at UC may manage the financial aspects of a faculty-led study abroad program in different ways. **UC International’s philosophy is grounded in transparency regarding the spending of student collected fees for study abroad programs.** We encourage other departments and units to be transparent about the spending of student collected fees for study abroad, as well as maintaining a core focus on students.

UC’s [Travel Expenses Policy](http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/travelexp_pol.pdf) states that more restrictive travel expense policies may be specified by a senior vice president, vice president, dean, director or department head. UC International chooses to be more restrictive regarding some policies due to the fact that the study abroad program budgets are based on student collected fees. UC International believes it has an obligation and a duty to account for student monies spent and to refund unspent moneys to students (see notes below). UC International does not seek to financially profit offering student funded faculty-led study abroad courses to UC students.

**PREPROGRAM PLANNING & FINANCIALS**

**Per Diem (meal reimbursement) and Receipts**

The primary faculty leader will pre-determine the per diem (a reimbursement of money spent on individual faculty meals abroad) amounts for all faculty leaders/co-leaders, not to exceed the full rate, when initially creating the program budget. If planned into the program budget, UC International will reimburse at 75% of the per diem rate (<https://aoprals.state.gov/web920/per_diem.asp>) without receipts. If requesting above 75%, but not exceeding 100%, all receipts will be required.

Per diem amount excludes meals already included in the program budget (including breakfast included in lodging package) or group meals.

**Contingency**

UC International knows to plan for the unexpected! Therefore every program budget is built with a $100 per student contingency. This contingency is used to 1) pay the university for the posting and use of its accounts, and 2) provide a small cushion for the program to aid in emergency or under budgeting situations.

This fee paid to the university (commonly called “bad debt fee”) is .75% of each dollar charged (75 cents per $100). This “Bad Debt Fee” will post in UCFlex to the same FUND # receiving the revenue from the charge posted to the student’s bill. These transactions are now being fed to UCFlex daily and should usually be visible within 24 hours.

Once the program has returned and financials have been reconciled, any remaining funds that exceed $100/student will be returned to the student on that particular program. These monies will be processed as a refund on their UC student account.

**CISI International Insurance**

All travelers in a UC study abroad program are required to be enrolled in CISI International insurance. While costs vary, the 2016-2017 rate is $9.50/week and $30.60/month. The cost for insurance for all travelers, including faculty, must be included in the program fee.

**Passports**

UC International does not reimburse the faculty leader or student cost affiliated with applying for or renewing a passport.

**Visa**

If the program **destination requires** a visa for a majority of the travelers, the faculty leader may include this cost when initially creating the program budget (ex: Brazil requires a visa for all US travelers). Individual students traveling that require additional visas are not included in the budget and are liable for these costs. If the faculty leader(s), require additional visas and cost for travel, the faculty leader may include this cost when initially creating the program budget.

**Immunizations**

Typically, suggested immunizations for travel are at the expense of each traveler. The faculty leader may include this cost for immunizations when initially creating the program budget for all travelers, but not exclusively for the faculty leader.

**Faculty Leader Stipends**

UC International does not pay faculty member stipends or salary from the study abroad program budget. When negotiating to teach a study abroad course, faculty should negotiate compensation with their home department/College. All students will be enrolled in academic credit for the study abroad experience and therefore departments/Colleges are receiving FTE for the course.

**Faculty Upgrades**

Faculty flights, accommodations and transportation should be made at the same level as the students traveling on the programs. Upgrades should only be made when there are no additional costs to the program budget and meeting existing UC policies.

**Alcohol**

UC’s [Alcohol Purchases Policy](http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/alcoholpurch_pol.pdf) prohibits the purchase of alcohol except in noted situations. None of the noted situations include UC faculty-led study abroad programs. Faculty leaders, should refrain from initiating, organizing, and paying for tours, events or meals involving alcohol. UC International will not knowingly disguise or hide these alcohol expenses in per diems. Faculty who choose to engage in the consumption of alcohol or purchase of alcohol with UC students should be warned of the consequences, which include their own personal liability.

If a faculty member believes that an event or tour related to alcohol is a required aspect of the educational component directly tied to the learning outcomes in the study abroad course syllabus, the faculty member may submit an appeal to the International Travel Oversight Committee (ITOC) which will make recommendations to UC General Counsel and the Provost for final approval. Even if an event or tour is approved, UC International will not supply funds (either from money collected from student study abroad fees or other funds) to pay for or reimburse alcohol purchases. If UC General Counsel and the Provost Office approves, it will be the responsibility of the individual faculty member to coordinate with their home department/college for approved funds and reimbursement and to follow the [UC Alcohol Purchase Policy](https://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/alcoholpurch_pol.pdf).

If a faculty member believes that a tour of a distillery/winery/brewery tour is an essential educational component directly tied to the learning outcomes in the study abroad course syllabus, a tour itself is acceptable. A tour of a distillery/winery/brewery tour is not a violation of the UC Alcohol Purchases Policy. However, providing students with “free samples” which are included in the cost of admission (which was paid by UC funds), is a violation. During the pre-planning stages it is an appropriate time to contact the facility to discussing removing the option for free samples, replacing free samples with soda or water and evaluating if the tour is essential part of the study abroad course given the complications that often arise when alcohol consumption is present during study abroad programs.

**Cell Phones**

Anticipated cell phone charges for emergency and logistical program use (not personal use) during the study abroad must be planned into the program budget. Cell phone charges can be reimbursed in two ways:

* **A wireless stipend** to supplement the usage incurred on your study abroad program.

Per usage and program budget, faculty would fall under Tier Two, which would be a $70 one-time stipend. The stipend requires approval by the faculty member’s Dean (in writing, via email to UC International), processing by the faculty member’s home department (not UC International) and then UC International will transfer the funds for the stipend from the study abroad program account to the department account to process the stipend. <http://www.uc.edu/af/policies/policies_faq.html>

* **Prepaid sim-card** can be added into the program budget and included as a reimbursable item**.** UC International has access to cell phones and sim cards with US and UK phone numbers, which can be pre-assigned prior to travel. An amount should be included when creating the program budget for each faculty member requesting a phone. Rates vary by county and the amount budgeted should be calculated based on projected use during program dates for program related calls.

**Guest Speaker Honorariums /Guides Tips Abroad**

If a payment is made to a guest speaker or guide abroad, a receipt showing the acceptance of cash is required. If the guest speaker or guide is providing this service in the US (not during the abroad travel), a limited services agreement is required.

**Currency, Exchange and Bank Fees**

Currency, exchange and bank fees must be absorbed into the program budget and physical documentation must be provided for reconciliation or reimbursement purposes. Note that without such documentation, an average exchange rate will be applied per a common on-line website and any bank or credit card fees will not be reimbursed.

**Pre-Payments**

For financial liability, efficiency and transparency, UC International highly recommends the prepayment (coordinated by UC International - not on an individual faculty member’s personal or university credit card) of as many program costs as possible prior to travel. Unfortunately, UC International cannot commit any non-refundable monies until all students are financially committed to a program per their online UC International applications.

UC International can make prepayments via UC International p-card, wire transfer (with approximately three week processing, longer if a contract requires General Counsel signatures), and UC check. As all prepayments are processed via UC International, making prepayments with personal credit cards or department p-cards is not appropriate. If personal/departmental charges can be reimbursed (this is not guaranteed), the reimbursement will not take place until the completion of the program when the Travel Expense Report is submitted.

**Cash Advances**

UC International will follow the process and procedures listed in the [Travel Advance Policy](http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/travel-advances-pol.pdf).

Most cash advance requests are between $2,000 - $3,000, and less. Provost signatures are required for amounts above $5,000, which may delay in the processing of cash advances. UC International can process a faculty’s cash advance into his/her bank account abroad, if this applies.

**Spouse/Significant Other**

**Participation of faculty leaders’ spouses/significant others**

* UC International permits a faculty leaders’ spouse or significant other on a UC faculty led program.
* Faculty are strongly encouraged to evaluate if their spouse or significant other’s participation is appropriate and determine if their participation will distract from the learning environment and responsibilities abroad with UC students.
* If a faculty leaders’ spouse or significant other does travel with the group - no money collected by students will be used to pay for this individual’s travel.
* Faculty members are encouraged to communicate with students that this person has no official leadership or academic supervision responsibility on the program.
* UCIP is not responsible for making travel arrangements for faculty leaders’ spouse or significant others.

**Participation of faculty leaders’ children**

* UC International strongly discourages the participation of faculty leader’s children in a program (unless they are enrolled in the academic course related to the study abroad experience). Faculty are strongly encouraged to evaluate if their children’s participation is appropriate and determine if their participation will distract from the learning environment and responsibilities abroad with UC students.
* If minor children do travel with a UC program, a caregiver (in addition to the faculty member) must be present with the group. Faculty are encouraged to communicate with students that this person has no official leadership or academic supervision responsibility on the program. UC International is not responsible for making travel arrangements for the faculty leader’s caregiver travel.
* If a faculty leaders’ child does travel with the group - no money collected by students will be used to pay for this individual’s travel. UC International is not responsible for making travel arrangements for faculty leaders’ children.

**POST TRAVEL FINANCE PROCESS**

**Travel Expense Report (A113)**

To meet the 30 day deadline for Accounts Payable, all accounting for monies spent must be submitted within two weeks. This should be handled with urgency. Any unspent or unaccounted for funds are expected to be returned within 30 days, the deposit(s) will be made by UCI or the home department, and program approved overages will be reimbursed within 90 days through the AP process.  Note that UC International can only reimburse for documented expenses, regardless of whether the expenses fit within the cash advance amount or the program budget.  Appropriate documentation should include, but is not limited to:

* Itemized receipts which show a date of sale within the program dates, and do not include any alcohol.  For restaurant receipts in which a tip was given, the tip can be hand-written on the receipt and must be less than 20% of the receipt total.  Note that in additional to group meal receipts, all individual meal receipts must be submitted to UC International, regardless of the per diem policy.
* Cash Advance Worksheet detailing all expenses per the itemized receipts.  Note that if the expense occurred in a foreign currency, UC International will use an average exchange rate per a common currency conversion website for the dates in which the expenses occurred – this may result in a deviation in calculations regarding monies spent.
	+ Optional:  If faculty would prefer a more precise method, we will accept copies of credit card and/or bank statements (with all account numbers blacked out) which show exact US dollars debited from the faculty’s account(s) per transaction.  This method will also allow us to account for additional expenses such as bank, credit card, and/or ATM transaction fees, should the faculty want to be reimbursed for these as well.
* Faculty’s home address, if submitting for Mileage reimbursement (assuming this was included in the program budget).
* Hand-written receipts (for guide/local provider cash tips only, and must include the receiver’s signature).

UC International cannot reimburse for specific items, regardless of documentation, as it is against university policy or in conflict with another service offered.  These items include, but are not limited to:

* Alcohol (all alcohol should be separated out of the receipt submitted for the group)
* Medical expenses (including immunizations/vaccinations)  - All in-country medical services should be paid for by the student or faculty receiving the services, then reimbursed via the claim process through CISI
* Airline upgrades (i.e. business class or economy comfort seats)
* Any expenses unconnected to the program
* Any expenses not budgeted in the program budget

**Refund to Students**

After all expenses have been paid and the account has been reconciled (including payment to the University for use of their accounts), if there is a balance of $100 or more per student the funds will be credited back to each student in the form of a refund to their UC student account.

**STUDENT CANCELLATIONS**

Students electronically sign the following cancellation policy in the UC International on-line system:

Cancellation Policy - Faculty Led Programs:UC is often required to make non-refundable commitments to partner universities and providers abroad for study abroad programs and therefore needs your commitment in order to plan the program. By clicking the “commit” button upon receiving an offer of acceptance into your study abroad program, you are committing to being held financially liable for the program cost.

Should you need to cancel participation, you must do so in writing via email to UC International Programs (global@uc.edu). The date UC International receives notification will determine the amount you will be refunded.

\* If you cancel more than 95 calendar days before the program travel date, you will be charged 50% of the total program fee.
\* If you cancel less than 95 calendar days before the program travel date, you will be charged 100% of the total program fee.

Exceptions: We understand that there are extenuating circumstances that require you to cancel participation. You may submit a written request for an exception to the refund policy to global@uc.edu.  Requests for exceptions will be reviewed 6 weeks after the program's completion date.  UC International will determine whether to grant the exception on a case-by-case basis and in its sole discretion.