Agenda

► Registration / Courses
► Cultural Adjustment
► Emergencies
► Spend Authorizations & Expense Reports
► Debit Card
► Receipt Book / Receipt Organization
► Reconciliations
► Forms / Documents
Goals/Purpose

- Prepare you to lead your study abroad program
- Help you to recognize and assist students having trouble adjusting to the culture
- Review university procedures
- Discuss money and the reconciliation format
- Review forms
All students are required to be registered prior to departure & must stay enrolled for the length of the program.

OIP will register all students, unless other arrangements have been agreed.

Students have 3 days to make changes to their registration once the program begins.
OIP must be notified of any changes immediately & in writing

Failure to notify OIP of changes to a student’s schedule will result in a $100 late registration fee for the student.
Cultural Adjustment

► www.state.gov
► Pre-departure orientation
► On-site orientation
  ▪ Tour the area as a group
  ▪ Go over emergency plan, including emergency meeting point
  ▪ Show students how to use the local transportation
  ▪ Be sure students have your 24/7 contact information
  ▪ Explain any local customs, laws, or rules
  ▪ Show them where classes will be held
Cultural Adjustment Continued

► Students with disabilities
  - Contact the Office for Students with Disabilities as needed
  - 561-297-3880

► Culture Shock
  - Talk to your students
  - Observe your students

► Students in distress
  - Preserving the Mental Health of Students Going Abroad handouts
  - Contact the Counseling Center for assistance
  - 561-297-3540

► If you are not sure what to do or how to respond - CALL
Emergencies

► All students have a copy of the program emergency plan
► All emergencies & incidents need to be reported to OIP
► An incident report needs to be completed & turned in to OIP within 48 hours
► All faculty must give OIP their cell phone number while they are overseas. This must be done within 24 hours after the start of your study abroad program
Emergencies

► If in doubt, CALL

► Contact OIP during normal business hours
  ▪ 561-297-1208 / 1039 / 3227 / 1080 / 3282

► Contact the FAU Police Department after hours
  ▪ 561-297-3500
  ▪ Collect calls will be accepted
  ▪ Identify yourself as a study abroad faculty leader
    ► Tell them where you are
    ► What the problem is
    ► That you need to speak with our office
    ► Give them a number where we can reach you
Spend Authorizations

► All faculty, staff, & graduate assistant(s) MUST have a Spend Authorization

► Two kinds of SAs: COMP travel & Travel Advance SA

► An SA will be done in advance and requires the following approvals: Budget Manager of Undergraduate Studies, Department Chair, Dean of your college, and the Provost

► Two kinds of Travel Advance SAs: 80%/20% travel advance and 100% travel advance
  ▪ 80%/20% SAs for faculty leader expenses
  ▪ 100% SAs for group expenses

► Ten days prior to departure travel advances can be submitted

► Money will be direct deposited into the faculty leaders account
Not all purchases are reimbursable on a SA, if you are not sure whether or not something would be reimbursable ASK! or visit, www.fau.edu/controller/travel/pdfs/PolicyUpdates.pdf

Non-reimbursable items will be billed back to the faculty leaders, such as alcohol, manicures, gifts (for overseas school/coordinator or students), personal care products, gym memberships, side trips, excessive tips (more than 15%), etc. www.fau.edu/controller/travel/pdfs/PolicyUpdates.pdf

A SA that has a travel advance needs to be reconciled at the completion of your program. Receipts need to be turned in to OIP within 2 days of your program completion.
Debit Card

- Open a new account for program funds
- Keep program funds separate from your personal funds
- The convenience
  - Be mindful of debit card charges
  - Be mindful of cash withdrawal limits
  - Increase your withdraw limits
  - Make sure the bank knows you are overseas
  - All faculty leaders who are responsible for money should be on the account
- Bank statements & online banking available
  - Helps you keep track of spending
  - Helps you keep your receipts straight
Receipts

► Faculty/staff leaders MUST get & keep ALL receipts for reimbursable expenses for both themselves & the group. This includes receipts for payments made by wire.

- If your forget to get a receipt or it is not available & the expense item is under $25.00 the traveler must provide OIP with a signed statement certifying that the expense was incurred.
  
  ► The statement needs to include: the type of expense it was, date incurred & the amount must be disclosed on the statement.
  
  ► The statement will become part of your reconciliation.

- If you forget to get a receipt or it is not available & the expense item is $25.00 or more, the traveler must secure another "original" receipt to be reimbursed by the University.
Receipts Continued

► If you are not sure if something will be reimbursable, call or email OIP first. If an item is not reimbursable it will come out of your pocket.

► A receipt book can be used in an emergency (for lost receipts or if one is not provided - under $25). Some blank receipts have been provided to you.
Receipts Continued

► Organize your receipts daily. Use the faculty/student envelopes provided to you. Keep your personal receipts separate from the students.

► Envelope Categories: Lodging, meals, transportation, excursions/admission fees, lecturers (requires a special receipt found in the envelope), miscellaneous (supplies, communication, & other expenses)
Receipts Continued

- Keep every receipt
  - Group meal receipts must be itemized (a credit card receipt will not work, each item ordered needs to be listed)
  - Faculty using U.S. per diem for their meals do not need to provide meal receipts
  - Faculty not using the U.S. per diem for their meals will need to provide every meal receipt
  - No alcohol allowed
    - It will be an out-of-pocket expense for the faculty leader(s)
  - Be sure to get receipts for wire transfers that were sent in advance of your arrival
  - No gifts may be purchased for students, speakers, or people helping on the ground
Reconciliation

► All travel advances must be reconciled with OIP within 8 days of your program end date.

► OIP may need you to come in & go over your receipts if anything is unclear or there are questions. If you are remaining overseas after your program ends you must maintain contact via email in the event OIP has any questions regarding your expenses.

► Per the Controller’s Office, OIP must go through each receipt & expense line by line to verify that:
  ▪ The expense is allowed
  ▪ Check that each purchase has a receipt
  ▪ Convert exchange rate to US$
  ▪ Complete the expense report
Every program needs to be reconciled.
Do not wait until the last minute to turn in your receipts as there are multiple programs needing to be reconciled.
Reconciliations are processed in the order they are received.
Once the expenses are processed they are submitted to the Controller’s Office.
Any reconciliation not received by the Controller’s Office within 30 days of the program end date will become taxable to the faculty leaders.

- NO extensions are permitted, the 30 day deadline is dictated by the state.
If you will be traveling immediately following the end of your overseas program, you can mail the originals of the receipts & documents to OIP (*keep copies* in the event originals are lost in the mail). Please mail by express mail so that it arrives within 7 days. You may submit the final mail receipt upon your return if needed.

If any part of your receipts are unclear you will be contacted by OIP (by email if you are still traveling).

Know what each receipt is for:

- Do not assume we can translate your receipts. Submit a daily ledger in English corresponding to each receipt.
- Be sure to put your receipts in the respective envelopes.
- If you need to explain a receipt, please add a note to the ledger. **DO NOT WRITE ON THE RECEIPTS.**
Reconciliation Continued

► Use the Speaker, Guest Lecturers, and Donations Form for documenting those expenses

► Signatures confirming payment is required

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: John Smith</td>
<td>John Smith</td>
<td>6/18/2010</td>
<td>$150.00</td>
</tr>
<tr>
<td>Example: Women's Shelter</td>
<td>Mary Caring</td>
<td>6/25/2010</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
Reconciliation Continued

► Keep receipts sorted by category using the envelopes provided. There are envelopes for faculty expenses & student expenses. Please keep them separate w/ separate daily ledgers.

► Do not convert to US$

  ▪ We will do this for you
  ▪ We will use the rate, by date, from www.oanda.com as required by the Controller’s Office
Forms/Documents

- Room Condition Report (RCR)
  - Required for all housing
  - Reports completed upon arrival & departure with faculty
Forms/Documents

- Incident Report Form
  - Must be completed & returned to OIP within 48 hours of an incident
    - Emergencies
    - Accidents
    - Robbery
    - Other