Pam Hendrix Center for
EDUCATION ABROAD

Financial Processes FAQs:
Faculty Directors on Faculty-Directed Programs

BUDGETING

1. **What expenses are covered for faculty and staff leading an education abroad program?**

   Expenses typically covered for faculty and staff include salaries, airfare, accommodation, in-country transportation, per diem for meals (excluding group meals that are covered as part of the program expense), international medical insurance, and other program-related costs.

2. **Who can assist with budget preparation and financial planning for the program?**

   Your college budget office designee and a program manager for your college provide support for budget preparation and financial planning. Faculty and staff should consult with them or receive assistance in developing and managing their program budgets.

3. **How are travel allowance (per diem) rates determined?**

   Travel allowance rates for meals and incidental expenses are determined based on U.S. Department of State guidelines for the destination country. These rates can be found on the U.S. Department of State website or by contacting the Pam Hendrix Center for Education Abroad. Per diem reimbursements cannot be requested for provided meals.

4. **Can I purchase a snack or pizza for information sessions or pre-departure orientation meetings?**

   Yes, only if these expenses are budgeted before the budget is approved and the program fee is set. Please also follow the university policy and guidelines regarding catering.

5. **Can I include my site visits to evaluate future excursions or program activities?**

No, you may not use the current students' tuition money to cover expenses for future programming. Please request funds from the departments/colleges and include anticipated expenses in the budget.

6. **Are there guidelines for paying for international lecture honorariums?**

   Yes, there must be a statement for Services Performed Outside the United States and a W-8BEN completed. If personal reimbursement for these expenses is being requested, both of these documents must be attached to the request. Must be approved by HR International Employment prior to any agreement/payment being made.

7. **Can I offer a tip/gratuity to a tour guide or bus driver on behalf of the group?**

   If working with a provider/supplier, please ask them to include those in their proposal and quote, so you do not need to make the payment.

   If a provider does not cover or if you do not work with a provider, you will have to budget it, may offer a tip/gratuity up to $25, and request reimbursement. Expenses greater than $25 require a receipt.

8. **Can I pay extra to get a seat assigned on a flight prior to check-in?**

9. Yes, you can pay extra using your personal credit card and request reimbursement ONLY IF seats were not assigned at the time of booking (not because assigned seats were not your preferred seating). Refer to the travel policy to ensure compliance.

10. **Can I pay extra to upgrade my seat on a flight/train?**

    There must be a disability/special need for this to be a reimbursable expense, and this upgrade cost should be budgeted. All travel shall be completed using the most economical means available, which will satisfactorily accomplish university business. It is the expectation that travelers/arrangers will book tourist or economy class unless an allowable exception exists and has been documented with the department. Refer to the travel policy to ensure compliance.

11. **Can a car be rented during foreign travel?**

    You cannot rent a car to drive students outside of the United States. While strongly discouraged, if you must rent a vehicle during foreign travel, it is recommended that you obtain collision damage waiver insurance.

PLANNING FOR TRAVEL

1. **When should I submit my travel request?**

   We strongly recommend that faculty directors submit a travel request through Concur a few weeks before the student application deadline and/or when the program seems viable. Travel requests are required in order to purchase flights through Concur and to be reimbursed for program-related travel expenses.

2. **When can I purchase my flights?**

   You can purchase your flights AFTER your travel request, submitted through Concur, is approved AND your program is confirmed to run. One major indicator of program confirmation is when you have a minimum number of students committed (not approved) to participate in the program.

3. **Are there guidelines for booking travel and accommodation?**

   Yes, faculty and staff are required to book travel and accommodation through the university's approved travel management company (Anthony Travel) or Concur. This ensures compliance with university policies and may offer better rates and insurance coverage.

   Exceptions:

   - Per the University Policy, significant cost savings are demonstrated to the University by providing cost comparison ($25 less for domestic flights and $100 less for international flights). A comparison quote for the flight must be attached to your expense report. **Comparison quote must be for exact itinerary - same travel dates, times, routes, airline(s), and class of service as the planned purchase.**
   - Group flights are booked through ScholarTrip (ONLY), and the faculty director's airfare is included in the group flights.

   NOT Exceptions:

   - I am traveling with a family or non-Clemson faculty director(s) and need to have the exact same itinerary and get seats next to each other.
   - I could not get my travel request approved quickly enough.
   - I was told by my department that it is okay to book flights on my own.

4. **What is the process for obtaining (travel) cash advances?**

    - Faculty directors' Personal cash advances must be requested through Concur when submitting the travel request. (80% Advance)

5. **Can I pay students' medical expenses or purchase OTC medications for students and request reimbursement?**

    No, personal medical expenses are not reimbursable expenses. Please have students pay and submit a claim to CISI insurance.

6. **Can gifts be purchased for host institutions?**

    No, gifts are not allowed to be purchased with funds from Student Tuition and Fees. External funds such as college/department funds must be used to purchase any gifts.

7. **Can a car be rented during foreign travel?**

    You cannot rent a car to drive students outside of the United States. While strongly discouraged, if you must rent a vehicle during foreign travel, it is recommended that you obtain collision damage waiver insurance.

8. **How are salaries and stipends for faculty and staff processed?**

    Salaries and stipends for faculty and staff leading study abroad programs are processed through the university's payroll system. These payments are typically arranged in advance and disbursed according to the university's payroll schedule.

<u>WHILE TRAVELING</u>

1. **How should unexpected expenses during the program be handled?** If unexpected expenses arise during the program, faculty and staff should document the expenses thoroughly and keep all receipts. Contact the Pam Hendrix Center for Education Abroad as soon as possible to discuss reimbursement or adjustments to the program budget.

    Examples:

    i. Expenses occurred due to travel delay, not covered by the airline or CISI Insurance.
    ii. Transportation cost to collect lost travel documentation
    iii. Single-room accommodation for special student situation

2. **How are contingency funds managed?** Contingency funds are included in the program budget to cover unforeseen expenses that occur onsite mentioned above. These funds are managed by the program director and should only be used when absolutely necessary, <u>with prior consultation with the PHCEA.</u> Documentation of contingency fund usage is required.

3. **What should faculty and staff do if they encounter financial issues or discrepancies?**

    If financial issues or discrepancies arise, faculty and staff should contact the Pam Hendrix Center for Education Abroad immediately. The center's staff can provide guidance and support to resolve any financial concerns or discrepancies.

4. How should faculty and staff manage unforeseen travel delays or cancellations?

    Faculty directors will need to work with the airline first to re-accommodate any disruptions (accommodation, meals, and transportation). Any related costs or expenses not covered by the airline should be claimed to CISI insurance, as reimbursement requests to the program will not be considered.

    If further assistance is required for travel booked through Concur/Anthony Travel, please contact Anthony Travel (clemsoncampustravel@anthonytravel.com). Monday-Friday 8am-5pm EST at 864-780-3650. For any after-hours urgent matters, contact 1-800-530-2560 // Code 3T1F.

<u>UPON RETURN</u>

1. **How do faculty and staff get reimbursed for travel and program-related expenses?**

   Faculty create an expense report from an approved travel authorization request in Concur within 30 days of return. All expenses require an itemized receipt, and the amount should be entered using the currency paid with.

2. **What should I do if I receive a cash advance for my travel or for student expenses?**

   Both personal cash advances (cash advances for faculty directors' expenses) and student expenses should have been requested through Concur with your Travel Authorization Request. Please work with the College budget office designee to have access to the "Cash Advance" feature in the Concur system.

   When you complete your travel expense report, the amount of the cash advance will be deducted from the total amount of the reimbursement. If there is an amount that needs to be repaid, you will receive an email from the Cash and Treasury with instructions on how to repay any unused portion of the personal cash advance.

3. **Do I have to meet with PHCEA or OGE Fiscal team to close the account?**

   No, it is not necessary to meet with PHCEA or OGE Fiscal team. However, PHCEA or College manager will reach out to faculty directors to schedule a debrief meeting to discuss how the program went.

For additional questions or detailed information about financial processes, faculty and staff can contact the Pam Hendrix Center for Education Abroad. Our team is here to support you in managing the financial aspects of your study abroad programs.