Pam Hendrix Center for
EDUCATION ABROAD

FACULTY-DIRECTED PROGRAM BUDGET PROCESS & TIMELINE

OVERVIEW

PROGRAM BUDGETING

12-9 MONTHS
PRIOR TO PROGRAM

- Identification supplier(s) to be used to support program
- Request for itemized quote(s) from on-site supplier(s)
- Request and review supplier(s) contracts, if required
- Route supplier(s) contract to Clemson Procurement for review and signature
- Create preliminary budget and determine program fee
- Submit preliminary budget for review by college leadership and PHCEA
- Ensure program expenses are appropriately budgeted within college budget, as required by the University

PRE-DEPARTURE PREPARATIONS

9-3 MONTHS
PRIOR TO PROGRAM

- Coordinate and ensure supplier(s) registration, as rered by procurement
- Determine final student enrollment
- Confirm program inclusions and anticipated on-site expenses and request final quote(s) from supplier(s)
- Update program budget to reflect program finalization, actual enrollment, and set final program fee
- Determine program viability from faculty director and college program manager
- Submit final budget for review by College leadership and PHCEA
- Travel Authorization Request is submitted in Concur

FINANCIAL FINALIZATION

3-0 MONTHS
PRIOR TO & AFTER PROGRAM

- After travel authorization approval, faculty director(s) book travel logistics
- Obtain final supplier(s) quote(s) / invoice(s) no less than 45 days prior to program and enter requisition within 5 business days of receipt
- Monitor approval routing and payment to supplier(s)

After Program Ends

- Obtain final supplier(s) invoice(s) no more than 30 days after program ends; process final payments within 5 business days of invoice receipt
- Monitor to ensure supplier(s) are paid within 30 days of invoice receipt
- Faculty director expense reports are submitted and reviewed

Updated: August 2025