



**ARKANSAS STATE
UNIVERSITY**

Faculty-Led Study Abroad

Budget and Expense Guidelines

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All Arkansas State University Faculty-Led Study Abroad programs are entirely self-funded with the exception of faculty salaries paid by the academic department. All costs of offering the program, including faculty expenses, must be covered by the program fee charged to the students. Students are responsible for regular A-State tuition, fees, and program costs. Therefore, every effort must be made to keep program costs to a minimum without jeopardizing the quality of the program.

Faculty-Led Study Abroad Program Budgets

Program budgets are developed by the Faculty Leader in consultation with the Study Abroad office (SAO). The budget is based on a minimum target enrollment of twenty (20) students. If the minimum target enrollment is not met, financial feasibility will be determined.

For programs that exceed the minimum target enrollment of twenty (20) students, any significant 'surplus' funds generated beyond the original budget will be used to benefit the participating students in the form of extra activities/meals, and/or a reduction of the program fee as determined by the SAO.

The SAO coordinates registration, the payment of program fees, and billing with the Registrar and Treasurer's Office.

Faculty Compensation

Salary. Faculty Leaders teaching a Study Abroad class in the fall or spring semester do not receive extra compensation. The course is considered part of the regular semester course load. Faculty Leaders are paid 6.994% of their regular 9-month salary for three (3) credit hours if they are teaching a course in the summer. All summer salaries for Study Abroad must be approved at the department level and the Provost's level. Summer salaries are paid by the Provost's office.

Travel expenses. Travel expenses shall be paid in accordance with university policy. The following travel expenses are paid by the program for all Faculty Leaders/Faculty Assistants as follows:

- Roundtrip airfare from Memphis, or another approved airport, to the destination site. The Faculty Leader must travel with the students on both the outgoing and incoming designated flights. Group flights for all participants will be facilitated by the SAO. Any costs incurred from flight changes made by a Faculty Leader/Faculty Assistant will be his/her responsibility.
- Roundtrip ground transportation to and from Memphis or another approved airport. Rental or mileage reimbursement will be made in accordance with University policy. Faculty must select a cost effective transportation option per A-State Business Travel Office guidelines.
- All ground expenses related to the program abroad as outlined in the program budget.
- Accommodations while abroad per the program budget and/or provider. It is understood that to minimize expenses, accommodations will be comfortable but modest.
- Meal per diem is based on the length of the program and costs in the host country. In order to

minimize expenses, the per diem should not exceed \$100 per day. All reimbursement

- requests for food must be accompanied with an itemized receipt.

Requests for travel advances are made through [A-State Travel Services](#) and A-State T-cards are completed through Procurement Services. Please refer to the [Procurement Services webpage](#) to apply. Requests are approved and paid through the academic department. Training is available for using these services and Faculty Leaders are encouraged to call Procurement Services and Travel Services with questions.

Faculty Leaders are discouraged from carrying large amounts of cash with them when managing a program's budget abroad. Faculty Leaders with T-cards provided through Procurement Services should be aware that all unallowable purchases made on the T-card will be their personal responsibility upon return. Please refer to Procurement Services for any questions regarding allowable expenses for reimbursement with T-card use.

Faculty Leaders/Faculty Assistants must use their personal credit/debit card for personal meals not taken with the group. Group meals may be placed on the T-card. A-State will reimburse for individual meals on a personal card after submission of itemized receipts in accordance with university policy. It is recommended to include a credit card statement along with receipts upon return to ensure full reimbursement rates. To avoid possible issues with accessing funds through a personal debit/credit card while abroad, Faculty Leaders should contact his/her domestic bank in advance of departure to notify them of upcoming travel abroad. International transaction banking fees may also apply. If a T-card is not accepted abroad, the Faculty Leader will be responsible for covering the cost on his/her personal debit/credit card for reimbursement.

Program Finances

Travel authorization. Faculty Leaders/Faculty Assistants are responsible for submitting a Travel Authorization (TA) Form through Travel Services for all expenses related to the program as determined by the program budget. Guidance will be provided by the SAO and Procurement Services.

Program Expenses. It is important to be aware of operational costs to determine the minimum number of students and funding necessary to offer the program.

Typical program expenses may include, but are not limited to:

- Honoraria to lecturers, guides
- Classroom rental
- Ground transportation costs
- Guides at museums and sites
- Admission costs at museums and sites
- Tips for meals (15% maximum reimbursement, 20% maximum for group gratuity)
- Housing for students and faculty
- Meals for students and faculty

- Faculty airfare
- Faculty and student participation in program activities
- Local program-related cell phone costs for faculty
- Health insurance (mandatory)
- Study Abroad application fee (\$50)
- Incidentals for emergencies

Program expenses and Faculty Leader/Faculty Assistant allowances, including the per diem meals and incidentals stipend, are determined by the program budget. Faculty Leaders/Faculty Assistants cannot be compensated for any monies spent that were not previously authorized in the program budget except in case of emergency.

Faculty Leaders/Faculty Assistants will receive a breakdown of allowable program expenses from the SAO prior to departure.

Faculty Leaders/Faculty Assistants may request a Travel Advance for the following:

- Anticipated expenses for meals and miscellaneous items, such as ground transportation, cell phone SIM card, or activity fees (up to 90%) per the program budget.

Program costs which cannot be paid in advance and must be paid on-site should be covered using a T-card or personal debit/credit card. These expenses include but are not limited to:

- Entrance fees to sites, activities, or excursions per the program schedule and included in the student program price.
- Group meals per the budget.

Expense reconciliation. Faculty Leaders/Faculty Assistants are responsible for submitting all program-related expenses in a timely fashion. Receipts are required for ALL expenses (paid in cash or using the A-state T-card) in accordance with university policy. Expenses without receipts and receipts with alcoholic beverage purchases will not be reimbursed. Most credit cards now charge foreign transaction fees. In order to receive reimbursement for these fees, Faculty Leaders should upload a copy of their credit card statement along with their other receipts.

The SAO determines the final program budget in consultation with the program service provider (if applicable) and the Faculty Leader. All program budgets must be finalized with and approved by the SAO Director. Once finalized, the budget cannot be changed except with the specific approval of the Director. Any expenses incurred by the Faculty Leader which have not received prior approval (unless in case of extreme emergency) will not be reimbursed.

Third Party Vendors

Third party vendors must be on the A-State approved vendor list. Any free items or extra paid travel slots offered by the third party vendor (based on participant numbers) must be used for student activities or to reduce the cost of the program for student participants. Third party program

contracts will be approved in accordance with university policy.

Third party vendors include: International Studies Abroad (ISA); Education First—EF College Study Tours; Centro Panamericano De Idiomas (CPI); Customized Educational Programs Abroad (CEPA); StudentUniverse; Select Travel Service; American Institute for Foreign Study (AIFS). For the most current list of third party providers, please refer to the [Study Abroad Affiliate Part-ners](#).