

## Budgeting and Reimbursement Procedures for Faculty-led Study Abroad Programs

### Preparing the budget

- Complete a request for program template found on the Spiegel Center web site. The template describes the academic program and also contains an excel budget template.
- The budget is calculated based on your best estimate of number of students attending.
- Once approved, the budget will be returned to you with GL numbers. Please make sure you charge expenses to the appropriate budget lines.
- It is understood that a change in student headcount will result in some budgeted items being under or over.
- The correlation between revenue and expenses should stay substantially the same.
- The approved budget will not be modified.

### Payment for expenses

- A final student roster must be approved by the Bursar and, through the Spiegel Center, Judicial affairs before Finance can make any payments related to the program.
- RWU prefers to pay as many expenses as possible directly to the vendors. Prepare check requests for hotel, airfare, and any other items that can be paid this way. ***Faculty leaders must give the University at least 48 hours notice to process check/credit card requests or wire transfers.***
- Prepare PAF forms for faculty course stipend and director's fee. The Spiegel Center will sign & submit to HR.
- Cash for expenses that must be paid on site can be loaded onto a Citizens debit card.
- Meet with the Finance Office to apply for the account at least 3 weeks prior to departure.
- At that time, finance will consult with you to determine a value to be put on the card. This will be funded a few days prior to departure.
- Activate the card in the US prior to departure. There are fees abroad associated with withdrawals that can be minimized with planning.
- Keep receipts for all transactions.

### Reconciling the travel advance

- Upon your return (within 10 days) submit your completed travel advance worksheet with all receipts attached. The form must be signed by the traveler and the Spiegel Center.
- Attach exchange rate calculation.
- Meet with the Finance Office to review travel advance reconciliation.
- If the advance is less than the total expenses, you will receive a check for the difference
- If the advance is more than the total expenses, withdraw the balance from the Citizens debit card and deposit at the Bursar's office.