

### Travel Policy for KSU Staff traveling on Education Abroad Programs

Consideration will be given to allow Non-DGA KSU staff to travel with Education Abroad programs if the following criteria are met:

1. Approval must be obtained from immediate supervisor and Education Abroad Office. The immediate supervisor will sign the travel authorization.
2. Employee must be full-time exempt status.
3. Employee must take vacation time while traveling. All HR and KSU rules and regulations regarding time out of the office and compensation will apply.
4. If compensated, employee will be paid from tuition generated for the program. It cannot be added to the program costs passed on to students. \*Note: this may cause a reduction in the salary available for faculty to be paid for the program.
5. The compensation rate will be based on the average hourly rate of the Education Abroad coordinators. The maximum pay will be \$5,000.
6. A job description that includes hours, tasks, and compensation must be submitted and approved by the Education Abroad Office.
7. Employee must complete all required DGA faculty trainings for Education Abroad Programs and complete related paperwork.

August 30, 2016