Education Abroad Operation Process Changes FAQs

PROGRAM BUDGETS

Do faculty-led education abroad program budgets still include a Director’s Fee option?
No. The Director’s Fee is no longer offered as additional compensation on the program budget and has been removed from the program budget template.

Why has the Director’s Fee option been removed?
The Study Abroad Program Policies in the USG Business Procedures Manual (section 21.2) states that the Program Charge/Fee that is assessed to students does not permit personal services (salary and fringe benefits) to be passed on to students.

GLOBAL LEARNING FINANCIAL SUPPORT

What is the Global Learning Financial Support?
The Global Learning Financial Support was previously known as the Global Learning Scholarship. The terminology changed due to the funding model for the Global Learning Scholarship changing.

Why was the (former) Global Learning Scholarship funding model changed?
Effective Summer 2019, the funding model for the Global Learning Scholarship was changed to address the institutional decision to reduce the Global Learning Fee. The Division of Global Affairs and the President’s Office currently provide funding to support the new Global Learning Financial Support model, which includes funds from the Global Learning Fee (which support student program costs) in addition to state funding (which can support program instructional costs).

Who manages the Global Learning Financial Support?
The Global Learning Financial Support and the Global Learning Fee are administered by the Division of Student Affairs. The Global Learning Fee Committee makes fee administration recommendations which are reviewed and approved (or rejected) by Student Affairs senior leadership.

Has a decision been made on Global Learning Financial Support for AY 19-20?
The Division of Student Affairs has approved $1000 for Fall 2019 programs only. The Spring and Summer 2020 support amount has not been determined. This program is currently under review and is expected to be made by mid-fall 2019.

Updated 10.31.2019
INSTRUCTIONAL COSTS

What are program instructional costs?
Instructional expenses are education abroad program expenses that will be incurred by participating University employees that are required for the administration of the program. Instructional expenses also include specific, pre-approved expenses that support program operations. Instructional expenses are paid using State appropriated funds which are restricted from covering student expenses. All allowable education abroad instructional expenses are listed below.

- Employee Air Travel
- Employee Lodging
- Employee Per Diem
- Employee Ground Transportation
- Employee Medical Insurance
- Employee Visa/Exit/Passport Fees
- Employee Communications
- Guest Lectures
- Classroom Space Rental
- Books

Can tuition generated funds be utilized to pay student expenses?
No. Faculty compensation sourced through tuition-generated funds cannot be utilized for student program expenses according to the Business Procedures Manual (section 2.1 and section 2.2.1).

AGENCY ACCOUNTS

Why are Agency Accounts no longer used for program finance management?
The Study Abroad Program Policies in the USG Business Procedures Manual (section 21.2) states that effective July 1, 2019, Program Charge/Fee for study abroad programs should be recorded as a Department Sales and Services (DS&S).

This change is not limited to Study Abroad and impacts all universities within the USG that utilized agency accounts.

What happened to funds that remained in the Agency Account and how does this impact my program?
Effective July 1, 2019, any funds that were in the program agency accounts were transferred to the new DS&S account, although the goal is to minimize large roll over balances in the future to be consistent with USG Study Abroad policies as listed in the Business Procedures Manual (section 21.2). Program charges/fees should be set at the lowest rate possible to cover costs making them affordable and accessible for students.

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SITE VISITS

Can program funds be used to support site visit activities?
Employee site visit expenses cannot be paid using Program Charge/Fee funds. In an effort to keep student costs low, travel related expenses should be paid using state or tuition funds as per the USG Business Procedures Manual (section 21.2).

What funding options are available to support faculty site visit activities?
Faculty who are interested in planning a site visit should speak with their department Chairs or Deans regarding additional financial support. All Education Abroad Program proposals are reviewed and approved by the colleges based on identified academic needs. Funds may be available depending on the academic priority of the college.

FACULTY COMPENSATION

Can 12-month faculty receive compensation?
Due to current institutional policy regarding faculty overload compensation, 12-month faculty are not eligible to receive compensation for education abroad program assignments. It is recommended that 12-month faculty interested in being involved in education abroad program consult their immediate supervisor to determine eligibility for in-load compensation for an education abroad assignment.

Can 9-month-faculty receive compensation?
Yes, faculty with 9-month contracts may be approved for summer compensation provided that their compensation from all sources does not exceed the 33.33% salary limit.

Faculty on 9-month contracts are ineligible to receive compensation for Fall and Spring semester programs, due to the current institutional policy regarding faculty overload compensation. It is recommended that 9-month faculty interested in being involved in education abroad program consult their immediate supervisor to determine eligibility for in-load compensation for an education abroad assignment.

How will I know what my summer compensation will be?
Full-time faculty receiving summer compensation for education abroad program assignments will be sent a compensation letter which they will be required to sign. Adjustments to the compensation amount will also require signature approvals. All notifications and request for signatures will be sent electronically through DocuSign.

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Education Abroad summer compensation for 9-month faculty are submitted to Academic Affairs and Payroll in April. Compensation adjustments will be processed via Payroll Amendment. The Education Abroad Office will initiate the Payroll Amendment form and must receive all required approvals before changes can be made. **Forms completed by the 10th of the month will receive pay adjustments by the end of the month. Forms completed after the 10th will receive a pay adjustment the following month.**

**CONCUR TRAVEL MANAGEMENT SYSTEM REQUESTS**

*Do I complete the paper forms to submit my finance requests?*

The Concur Travel Management System will now be used to process all education abroad finance related requests. Travel requests, cash advance requests and expense reports should be submitted through Concur for review and approval. **Paper submissions will no longer be accepted.**

The [Concur](#) and Education Abroad Finance Trainings can assist you with submitting your finance requests.

*Do I include student program expenses in my Concur requests?*

If you are the program director, your Concur travel request should include your travel related expenses as well as the students’ expenses that were included in the program budget.

If you are a participating faculty or staff, your travel request should only include your program expenses.

**CONTRACTS AND AGREEMENTS**

*Do I need a contract when working with vendors?*

All programs that intend to do business with a vendor such as travel agents, hotels, transportation companies, guides, etc., to receive goods or services must have a contract or agreement. Program invoices cannot be paid without an approved contract. To ensure that we are aware of all vendor agreements and to prevent payment delays, contracts should be submitted to the Education Abroad Office using the [EA Contract Submission Form](#). The Education Abroad Office will submit the contract on your behalf to the Contract Review Process.

**GENERAL FINANCE INFORMATION**

*Where can I find more information about Education Abroad Business Processes?*

To find out more information about business processes, visit the [Education Abroad Finance Resources and Training webpage](#).

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EDUCATION ABROAD FORMS

Why is the Medical Form required for students to submit before being accepted on a program?
The Medical form was developed by the Education Abroad Office in consultation with campus Partners (Health Services, Counseling and Psychological Services and Legal), other USG and non-Georgia based institutions to help better support faculty and students while abroad. The Medical Form is an International Education best practice and provides standard medical information which has been vetted by a licensed medical professional.

The Medical Form is NOT used as a means to prevent students from studying abroad but only as a method to provide limited medical information to support medical emergencies.

What is the Local Partnership Agreement Form?
The Local Partnership Agreement should be utilized by programs that have only one designated faculty member on the program. The Agreement allows the Program Director to secure additional support in-country in the event of an emergency. If the program is interrupted and the Program Director is unable to continue, the emergency contact will temporarily support the program until a replacement faculty is able to rejoin the group.