

**College of Design Rome Program
Guidance for Short-Term Study Abroad Programs
As of September 30, 2015**

1. Program budget

The program budget will be discussed with the International Programs Coordinator (IPC) prior to departure. A list of posted expenses and expected expenses will be developed to help determine the program fee for participants.

2. Cash advance to cover expenses while abroad (sign authorization form)

During discussion of the program budget, the amount of the faculty member's cash advance can be determined. Faculty members are required to sign a payroll authorization form before the cash advance request can be processed by the IPC. A check will be sent to the IPC and faculty members will be notified when it has arrived. Faculty members should deposit the funds prior to departure into an account that can be accessed abroad with a debit card.

3. Expenses while abroad

A. Acceptable uses of cash advance funds

Please see the separate guide to allowability and appropriateness for guidelines on using university funds. The guide is available here:

<http://www.controller.iastate.edu/accounting/allowability.htm>

The main issue on study abroad programs is alcohol appearing on receipts, especially for group meals or receptions. Alcohol is not an allowable expense from a study abroad account (202). The faculty member may request of his/her department chair to use a 497 account for those expenses, but should be aware the department is not required to reallocate the expenses and may require the faculty member and/or students to fund them personally.

B. Acceptable uses of event card

Please see the separate cardholder guide for event card usage regulations that is sent by Shari Russell in Purchasing. The allowability and appropriateness guide also applies. The event card is to be used for the benefit of the study abroad program and expenses only for faculty members can't be charged to it. No personal purchases are allowed.

C. Per diem

A per diem covers all of a faculty member's food during the official program dates. The per diem is provided to faculty members at a set rate per day, but it is understood that some days may be more or less expensive than this amount, and it is a faculty member's responsibility to manage

the funds that are given as a lump sum cash advance before departure. The current rate is \$45/day regardless of location.

Types of expenses covered by the per diem:

Breakfast	Groceries
Lunch	Tips for meals listed
Dinner	Non-alcoholic beverages
Snacks	

Faculty members receive per diems as a cash advance prior to the start of the program. Therefore, the faculty member has already received funding to cover all of the food expenses related to the program. The faculty member will be required to refund the account for any meals that appear as program expenses. Examples would include a hotel providing breakfast for the group (and it is an itemized expense) or if the faculty member joins a group meal with student participants. Faculty members should clearly mark receipts to note food or beverages they consumed.

4. What to do with receipts

A. Expense forms

An expense form must accompany every receipt associated with the study abroad program. One is for all general expenditures, and the other is specifically for hospitality expenditures. The forms ask for very specific information about what was purchased, who purchased it, where it was purchased, when it was purchased, and most importantly, why it was purchased (the business purpose). Faculty members are required to fill out these forms when submitting receipts and will not rely on office staff to complete them. Faculty members will not write in the “for office use only” box at the top of the page. Office staff will complete that information when processing the receipts.

Each receipt must have its own form. The receipt should be stapled to the receipt area at the bottom of the form. If the receipt is too large for the receipt area, but smaller than a letter-sized sheet of paper, it should be stapled to a letter-size sheet of paper. The expense form and additional sheet can then be stapled together. If the receipt is already the size of a letter-sized (or A4) sheet of paper, it may be stapled to the expense form as a second sheet.

There is one exception to the rule of each receipt having its own form. For example, a study abroad group visited a museum and each person was given an individual ticket. The faculty member should collect all of the tickets and use one expense form. Some of the tickets can be stapled to the receipt area, and the remainder can be stapled to an additional page or pages. This example also holds true for transportation tickets bought for the group or any other instance of one expense with multiple receipts.

Expense forms are available online here:

http://www.design.iastate.edu/imgFolder/files/ISUCODstudyabroadexpenseforms_8_14_13.xlsx

B. Certificate of missing receipt form

All receipts entered into the official accounting must be for the actual expense. No receipt substitutions are allowed. If a receipt is lost on a cash advance expense, the faculty member will complete the university's certificate of missing receipt form available online here:

http://www.controller.iastate.edu/travelinformation/cert_missing_receipt.pdf

If an event card receipt is lost, use this form instead:

<http://www.purchasing.iastate.edu/forms/CertificateLostReceipt.doc>

This form is not meant to regularly substitute for a lack of official receipts. It should be used on the rare occasion that a faculty member has accidentally lost an official receipt or when a student has lost a museum ticket (or similar ticket) that they were supposed to give back to their faculty member.

A missing/lost receipt form should not substitute for a vendor that can't or won't issue a receipt. See below for what to do in this instance.

C. Receipt form

Sometimes vendors in foreign countries are unable to give receipts. The university still requires documentation of the expense, so the faculty member should use the receipt form available online here:

<http://www.design.iastate.edu/imgFolder/files/ISUCODstudyabroadreceiptform.pdf>

There are three receipts per page to save paper, and they can be cut apart. The faculty member should complete all of the blanks and then ask the vendor to sign to say they have received the amount of money listed for the business purpose stated.

5. ISUAbroad: access to student details

A PDF will be provided to the faculty member by the IPC prior to departure containing each student's name, gender, ISU e-mail address, date of birth, major (if multiple majors participate in the program), emergency contact details, medical history and health information, and passport information. Faculty members can also access this information by logging in at

<http://isuabroad.iastate.edu> and reviewing their shared reports.

6. CISI insurance coverage

Please see the separate guide for CISI insurance details.

7. Final itinerary, contact details and set of emergency procedures

Prior to departure, faculty members are required to provide a final itinerary, contact details at each program location, and a set of emergency procedures to the IPC.