

## **PROCEDURES FOR ADVANCES TO PURCHASE ONE-WAY AIRLINE TICKETS FOR NEW INTERNATIONAL GRADUATE STUDENTS**

Advances will be allowable in the form of a pre-purchased airline ticket using Purdue Research Foundation (PRF) funds for a limited number of **new** international students. To qualify, these students must be from countries with poor monetary conditions and would not otherwise be able to come to the United States without this ticket purchase. Additionally, the student must meet the following conditions:

- Graduate student has been admitted to Purdue University.
  - Graduate student has an offer from a faculty member to be in a supported position or fellowship and there is an offer letter and the graduate student acceptance letter.
  - He/she is willing to sign a promissory note to repay the funds.
1. When a department has a student who meets the above conditions, a request for an airline ticket advance should be made by the Department Head to the Dean of International Programs. The Dean will review and provide a response to the department.
  2. Upon approval, the departmental business office sends the student a promissory note to sign. Advance applications are available in the academic business offices. The application includes the promissory note and payroll deduction authorization. The application needs to be signed by the employee and certified by the department head or designee.
  3. The student returns the signed promissory note.
  4. The department makes arrangements with a travel agency to purchase a ticket on the student's behalf.
    - The ticket should be a one-way ticket, in the student's name, non-transferable and non-refundable to the student. The ticket should be refundable to Purdue Research Foundation in the event the student does not come.
  5. Once the arrangements are made, the department requests funds from PRF by sending the signed promissory note and a copy of the approval from the dean of International Programs to PRF.
  6. Interest-free advances will be available up to the amount of a one-way coach fare airline ticket.
  7. The advance will be paid back no later than one year after the graduate student's hire date, through payroll deduction. The payroll deduction method of repayment is not available to fellowship recipients. Fellowship recipients must make payments to PRF by the end of each month. Exceptions to this must be made through the Executive Vice President for Academic Affairs.
  8. The cost of the airfare advance will be charged to the departmental SDIP account. The SDIP account will be reimbursed as payments are made.
  9. Departmental Business Managers will be the PRF liaison person for submitting the advance application. Individual employees should not contact PRF directly.
  10. PRF will retain the original application. A copy of the approved document will be sent to Payroll for payroll deductions. Two copies will be sent back to the departmental business office with the check. One should be given to the individual and the other retained by the department.
  11. If the graduate student leaves before the entire promissory note is repaid, the entire final check may be used to payoff the advance. Any remaining unpaid balance becomes the department's responsibility.