Study Abroad / Study Away
Budgets

Looking forward to summer 2021
Introductions

Paula Memmer
Departmental Program Manager, Study Abroad

Erica Cox
Assistant Director of Financial Affairs, EVPRP

Zullymar Jimenez
Assistant Director of Financial Affairs, HHS

Maekin Smith
Departmental Program Coordinator, Study Abroad
Agenda

• Newly approved domestic study away program options
• Standard study abroad rate request procedures
• Additional considerations when planning budgets in pandemic times
• Considerations when working with vendors and cancellation policies
• Where to access resources and answers to additional questions
Study Away

- Pilot for summer 2021
- Duplicating procedures
  - proposals, deadlines, rate request
  - Intercultural learning outcomes and assessments
  - SA fees apply
  - 50%+ travel
  - SAIL Grant funding
  - Purdue Moves Scholarships
- Insurance
  - Domestic Field Trip Insurance
- Costs
  - Savings in flights, passport, visas
  - Comparable location costs
  - Potential additional costs in housing, transportation
Summer 2021 Deadline – Extended to November 9
Potential 60 programs for summer 2021 (domestic and international)

<table>
<thead>
<tr>
<th>Faculty / leader expenses</th>
<th>Group expenses</th>
<th>Per student expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Salary (if applicable)</td>
<td>• Transportation</td>
<td>• SA fee (if applicable)</td>
</tr>
<tr>
<td>• Housing</td>
<td>• Classroom space</td>
<td>• Housing</td>
</tr>
<tr>
<td>• Airfare</td>
<td>• Translators</td>
<td>• Meals</td>
</tr>
<tr>
<td>• Per diem</td>
<td>• Tour guides</td>
<td>• insurance</td>
</tr>
<tr>
<td>• TA expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cell phone service</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All proposals must be approved by the Department Head and College Dean before submission to Study Abroad Office.

- Core design considerations during pandemic:
  - Group Size
  - Reduced capacity (excursions, restaurants, site visits, classrooms)
  - Housing
  - Transportation
Vendors and Cancellation Policies

Educational Providers:

Provider resource map:
https://www.purdue.edu/IPPU/SA/departmental/providers.html

- Mitigate Risk, Crisis Management and Logistical assistance
- Agreements need sent to hospitalitycontracts@purdue.edu for approval signed by Business Manager with fiscal authority

Typical cancellation terms:

- 61-90 days – 15%
- 31-60 days – 50%
- 30 days – 100%

Department decision date

*Expected upper administration decisions regarding summer travel = March 9th
Student Cancellation policy

Participation and Cancellation Form

By signing this form, I understand and agree to the following:

- All programs must have a cancellation policy in place for students to sign.
- Only highlighted sections may be edited.
- Copy submitted with the rate request.

Cancellation policy

Participation and Cancellation Form

By signing this form, I understand and agree to the following:

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.

- Participation and Cancellation Form

- Student Cancellation policy

- Only highlighted sections may be edited.

- Copy submitted with the rate request.
Best Practices in HHS

**Best Practices:**
- When program is being conceptualized, business manager should be part of the discussion. This will allow for collaboration efforts to meet Study Abroad deadlines.
- Meetings:
  - Pre departure:
    - Credit Card guidelines
    - Student/ Faculty Insurance
    - Cash Advance request (if applicable)
  - Post trip wrap up:
    - Sort purchases by credit card and/or cash advance for reconciliation
    - Answer any questions pertaining to Expense Report for reimbursement

**Challenges:**
- Understanding financial commitments and cancellation deadlines
SA Fees

Insurance:
- Domestic Field Trip Insurance - .45 per day
- International Insurance - $32 per month (1-35 days)

SA Fee
(based on length of time – not credit) – in lieu of tuition
- 1-29 days $304.70
- 30-59 days $609.70
- 60+ days $914.10

The term of the program makes a difference in student fees and faculty compensation allowances.

<table>
<thead>
<tr>
<th></th>
<th>SA Fee</th>
<th>Faculty Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Spring Break</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Insurance

Insurance must be ordered for all students.

**International Programs**
- International Insurance - $32 per month (1-35 days)
- 2 weeks prior to departure
- Form RM23 through Risk Mgmt.

**Domestic programs:**
- Field Trip Insurance - .45 per day
- 2 weeks prior to start date
- Form RM05 through Risk Mgmt.
Funding

SAIL Grants

1. Program subsidy
2. Intercultural Pedagogy Grant (IPG) completion
   - All SAIL grants require unit match (typically 1:3)
   - Submission through College International Program Officer
   - SAIL grant award does not equal program approval
   - Program subsidy grants must be included in Rate Request
   - Unused funds are forfeited and faculty must re-apply for future funding

Purdue Moves Scholarship

- Students must meet eligibility requirements
- Not included in rate
All study abroad programs have an SA course number assigned.
- Assigned by department
- Specific section/CRN

Students register for this SA course number prior to going abroad.

When they return from their program, we replace the SA course number with actual credit and grades that they earned on the program.

All fees for the program are outlined on the rate request are attached to this SA course/CRN number and are billed to students after registration.

Rate Request: [https://www.purdue.edu/IPPU/SA/_Documents/raterequest.xlsx](https://www.purdue.edu/IPPU/SA/_Documents/raterequest.xlsx)
Pain points

• New rate request each year
  – Previously approved rates should not be copied and submitted

• SA course
  – this must be included on the rate (not the departmental credit)

• Faculty/student ration 1:10
  – Exception requests MUST be documented on the rate request

• Faculty salary (summer only)
  – Please list faculty salary in summer rate request. If covered by the department, it may be listed as a subsidy.

• Subsidies
  – Ensure that source of subsidies is clearly outlined in the footnotes.

• Out of pocket expenses
  – Include all cost for financial aid purposes
If a new Funded Program needs established, the Business Manager should request it through Master Data in SAP using t-code KO01.

Please remember to use the following when setting up your funded program:
Order Type = URST (Unrestricted)
Department Account Classification (DAC) = Operating – Allocated
Institution Attribute = Study Abroad

Further instructions may be found in the [account creation QRG](#).

**Deficits:**
Any program deficits must be covered by the fiscally responsible department.

**Residual:**
Account residual may be used to subsidize future programs.
All rate requests still need to be submitted electronically through DocuSign.

- Please use the Study Abroad Rate Request template
  - Routing past the college level is pre-populated

- Replace existing form with your completed rate request

- Send “Without Signing Fields” – very important
  - SA will need to add CRN’s or additional notes

- You will be notified once the form is fully signed and approved

Instruction page:  https://www.purdue.edu/IPPU/SA/_Documents/RRDocuSignDirections2.pdf
Rate Request Deadlines

Summer 2021 – February 1, 2021

For summer 2021 only

State Department Level 3 or lower

• Rate request may be provisionally approved prior to SRAC petition/approval.

State Department Level 4

• Rate request will not be approved.
2022 and beyond

NEW DEADLINES

Spring / Winter Break

New Program Proposal: March 1 (12 months prior to program)
Renew Existing Program: May 1
Rate Request: September 15

Maymester / Summer

New Program Proposal: May 1 (12 months prior to program)
Renew Existing Program: August 15
Rate Request: December 15
Resources

https://www.purdue.edu/IPPU/SA/Departmental/index.html
Questions?

Thank you for joining us!