

What you need to know about

Program Financial Administration

While the ISS/SA Office may help you devise a project budget, please be aware that you are responsible for making sure that your budget balances. Remember that the academic colleges are responsible for paying for program deficits. Alternatively, if the program is under budget, students will receive refunds.

Coordinators should consider well in advance of travel how to access funds while abroad (lodging, transportation, activities, and food). The ISS/SA Office can help reserve or prepay certain expenses (airfare, lodging, tours). This removes the burden of carrying large amounts of cash. Cash advances can be used for expenses during the trip and if the Coordinator has a University Procard it may be possible to increase the card maximum.

If necessary, **request a cash advance** using E-Reimbursement (online Travel Expense Reimbursement) process a minimum of one month before traveling. Detailed instructions are available from the Study Abroad Faculty Leader Resources webpage (Obtaining a Travel Advance). Coordinators should devise a backup plan on how to pay unexpected costs in an emergency, or if an ATM card is lost or becomes dysfunctional.

Keeping track of Expenses while abroad

Receipts: Coordinators must obtain receipts for each expenditure made throughout the program (exempting per diem costs). All expenditures must comply with the project budget and UW policies. UW policy states that receipts should be in English or translated into English. (A handwritten note on the receipt identifying the expenditure at the time of purchase may prove helpful later.)

We advise you to keep ATM receipts that verify the precise currency conversion rates that are being employed. If no evidence of actual conversion rates are presented, the online OANDA calculator is used (www.oanda.com) which usually results in a loss of funds. ATM receipts can also verify withdrawal fees which can be charged on your TER.

The FLIP Financial Accounting Form to keep track of expenses is an Excel form attached to the Faculty Leader Resources of the Study Abroad website. If you wish, you can keep track of daily expenses using this tool so that you are assured of staying in budget.

The How to do an International TER document is attached to the Faculty Leader Resources of the Study Abroad website. This provides a step-by-step tool if you are not familiar with this process. The online Travel Expense Reimbursement (TER) (E-Reimbursement) form can be accessed from the Logins area of the Parkside website <https://www.uwp.edu/logins/> .

On your TER form, make sure you are listing the ISS/SA Project fund coding (not that of your academic department). This code is related to your specific study abroad program.

Also be sure to list Karin Basken of the ISS/SA Office as an alternate for any TER's for the program.

TER's should be submitted within 30 days of the return date and should contain all program prepaid expenses. The ISS/SA Office reviews all program TER's, receipts, and program expenditures in order to balance the project and calculate student refunds.