

Texas A & M International University



FACULTY HANDBOOK FACULTY-LED PROGRAMS

OFFICE OF INTERNATIONAL EDUCATION

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TEXAS A&M INTERNATIONAL UNIVERSITY
A member of The Texas A & M University System

International Programs

Fall 2006

Dear Faculty:

We are happy to present you with this handbook for faculty-led study abroad programs. It was written to give you an overall insight on the various aspects of faculty-led study abroad programs, many of which are details which often need to be finalized months before the actual program takes place.

We wish to thank you for your interest in organizing a faculty-led study abroad program. This will be a valuable learning experience for both you and your students. Your students will not be learning only from you, but also from the new environment that they are being exposed to. Likewise, you will learn from your students and your international experience.

We value your opinion in putting study abroad programs together, and welcome any suggestions you may have to improve this handbook.

Safe travels!

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PLANNING AND IMPLEMENTING A FACULTY-LED STUDY ABROAD PROGRAM

What is a Faculty-Led Study Abroad Program?

Faculty-led study abroad programs are defined as Texas A&M International University courses taught and led by A&M International professors partially on the A&M International campus with an international component completed in a country other than the United States, or taught entirely in a country other than the United States. Faculty-led programs which are entirely taught abroad must go through The Texas Higher Education Coordinating Board approval if state funded, or must be completely self-supported.

Planning for any overseas academic activity should begin with faculty member, department chair, and college dean or school director. A Faculty-Led Study Abroad Program form (see Forms section) combined with a short proposal and the Dean's Recommendation Form, having been approved by the department chair and dean, should be submitted to the Office of International Education (OIE) for review and possible revision, one month prior to that final deadline. OIE will work with the faculty member, chair, and dean to bring the proposal to a final form; it will then be shared with the International Studies Advisory Council (ISAC). After input from each of these groups, the proposal will go to the Provost for final approval.

Program Development

In developing the study abroad program, the following points should be considered:

- 1) The academic rigor of the proposed study abroad program. All study abroad programs are academic programs that take place in an international setting. Tours and travel alone are not eligible for A&M International semester credit. Proposals for program approval should include a syllabus with a clear description of the learning objectives, learning activities, readings, methods for learning, and an impact assessment. Typically, credit earned on study abroad programs should not exceed more than one credit hour per week.
- 2) New programs should complement rather than compete with existing A&M International study abroad programs (for a list of current programs, please contact the OIE office).
- 3) The program should adequately prepare students for the study abroad experience prior to their departure. Students need to be informed what is expected of them academically and as participants in the study abroad program. Students will be expected to fill out various study abroad forms during the Pre-Departure Orientation, including, but not limited to a legal waiver form, travel schedule, emergency form, etc.
- 4) On all programs particular attention should be paid to issues of student safety and welfare. Thought should be given to State Advisories, local laws, risk-limited activities, crisis plans, etc. All students and professors are required to attend the pre-departure orientation as presented by OIE. All students and professors are required to have health insurance coverage (including medical evacuation and repatriation coverage) for the duration of the program, and all students and professors are required to sign a Waiver and Release Agreement.
- 5) Opportunities need to be available for students to immerse themselves in the cultural richness and diversity of the foreign location. These cultural immersion opportunities need to be systematically integrated into the program, and not just left to chance.
- 1) Budgets need to be established to permit participation by students from various economic situations, and program fees should not involve profits that would be used for purposes other than those that benefit the program.

- 2) Faculty remuneration is the responsibility of each respective College, and needs to be discussed prior to approval of the program by the Program Director with the Department Chair and the Dean of his/her College.
- 3) Each Program Director is required to obtain approval to proceed with the Faculty-Led Program from his/her department chair, if class enrollment is below expectations.
- 4) All programs require an evaluation that has been carefully designed and is free of bias. This process will include student evaluations and a report from the program director. This evaluation report should be submitted to OIE and ISAC after the course has been completed.
- 5) Faculty members may request a meeting with OIE as soon as they decide to pursue the development of a new study abroad program. OIE will assist faculty members in developing plans and budgets for the program, and a recruitment plan.

Program Director Role

Advertiser/Promoter - Responsible for 'marketing' the program, scheduling times for informational meetings and office hours to meet with prospective students.

Faculty Member - Responsible for developing course material, teaching and evaluation student performance and offering an orientation course prior to the scheduled study abroad program.

Employee - Responsible for abiding by the terms of employment at Texas A&M International University

Counselor/Confidant - Responsible for providing participating students a mentor/confidant; at the same time, it is important to maintain a professional demeanor

Administrator - Responsible for day-to-day functions associated with the program, including fiscal matters

Colleague/Coordinator - Responsible for working closely with in-country staff or program coordinators of the program.

TAMIU Responsibilities

Provide reasonable notice to faculty members about roles/responsibilities

Provide non-financial resources to assist Program Directors in preparation of the Faculty-Led Program

Provide necessary administrative support when incidents/issues arise

Proposal Preparation

While preparing the proposal, the following points must be addressed:

- 1) *Nature and purpose of the program*: What are the program's goals and educational objectives? How does this program support the mission of A&M International's international objectives of the strategic plan and the mission of the School/College/Department?
- 2) *Description of the academic component*: What are the type and number of credit hours awarded? What is the number of contact hours? What will be the method of evaluation? What are the course title(s) and number(s)? Provide examples of course-related activities/excursions outside the classroom and how you plan to integrate cultural immersion activities. Attach a course syllabus, and preliminary program itinerary.

- 3) *Qualifications of the U.S. faculty and the foreign faculty participating in the study abroad program:* Related professional qualifications in their fields. Knowledge of the host culture required, experience in host culture preferred.
- 4) *Projected number of students and faculty, application deadline date, acceptance requirements and procedures, and last day to cancel the program.*
- 5) *Budget:* what is the projected cost to each student? What is included in the student cost? What other expenses may be incurred by the student? How much can a student expect to spend on a weekly basis? (See also Forms section)
- 6) *Program affiliations:* provide the names of any foreign institutions, study abroad organizations, and other U.S. institutions that may be affiliated with this program
- 7) *Security and travel arrangements:* Have you located the addresses for the nearest U.S. embassy or consulate? What group travel arrangements have been made? Who is the airline carrier and dates of travel? What local transportation arrangements have been made and what are the dates of travel? What are the local housing and meal arrangements?

Proposal Deadlines

Completed proposals with supporting documentation should be submitted to OIE by the following dates

Summer Program	-	July 31
Winter Program	-	January 31

Steps in Planning and Implementing a Program (see also time line on page 4)

At least 2 semesters prior to the program, a faculty member should:

- a. discuss plans with the department head and/or college
- b. meet with OIE to discuss and review the proposed program
- c. prepare a program proposal with required attachments and forms

At least 1 semester prior to the program, a faculty member should:

- a. prepare orientation meetings for participants. In addition, the OIE will organize a full-group orientation. Every student studying abroad must attend a full-group orientation session.
- b. develop an acceptance procedure (i.e. will acceptances be made on a rolling basis, or only after the application deadline?) and inform OIE of this procedure. Review program applications and inform applicants of acceptance/denial; inform participants of status ASAP, and no later than two weeks after the application deadline.
- c. provide OIE with detailed information on how the faculty member can be contacted in an emergency
- d. ensure that each student participant has completed all necessary forms including: general application, all health and liability forms, etc.

During the program:

- a. notify OIE immediately of any changes in course enrollments (if students drop or add courses)
- b. distribute and collect program evaluation forms for all students

Immediately after conclusion of the program:

- a. submit grades for all students to the Registrar
- b. submit completed student program evaluations to the appropriate Dean, Department Chair, and OIE
- c. submit Expense Ledger with receipts and required forms to OIE
- d. meet with OIE to review program, budget issues, and evaluations

APPLICATION & FORMS TIME LINE

DATE	FACULTY APPLICATIONS & FORMS	STUDENT APPLICATION & FORMS
August 1	<ul style="list-style-type: none"> ▪ Faculty-Led Program Application ▪ Program Proposal with Syllabus ▪ Dean's Recommendation Letter ▪ Budget Forms 	
November 15	<ul style="list-style-type: none"> ▪ Faculty Travel Grant (optional) 	
February 1	<ul style="list-style-type: none"> ▪ Faculty Assurance & Participation Guidelines ▪ Add Course on Course Submission Form (for summer) ▪ Request for Approval of Foreign Travel (outside of North America only) ▪ THECB Out-of-Country Courses Approval Form 	
April 1		<ul style="list-style-type: none"> ▪ Study Abroad Application ▪ Student Assurance & Participation Guidelines ▪ Course Registration Form ▪ International Education Fee Scholarship (optional)
April 15	<ul style="list-style-type: none"> ▪ Travel Fund Forms (custodian contract, budget, and cashier's receipt) ▪ Travel Request Form ▪ Faculty Waiver, Release & Indemnification Agreement 	<ul style="list-style-type: none"> ▪ Student Study Abroad Emergency and Liability Packet ▪ OIE Pre-Departure Orientation Evaluation
15 days prior to departure	<ul style="list-style-type: none"> ▪ Schedule of programmed activities and contact information 	
After completion of program	<ul style="list-style-type: none"> ▪ Ledger of all expenses ▪ All receipts ▪ Travel Reimbursement Voucher ▪ Faculty Program Evaluation 	<ul style="list-style-type: none"> ▪ Student Program Evaluation

TRAVEL WITH DEPENDENTS, OTHER FAMILY MEMBERS, ACQUAINTANCES

Faculty-led programs are first and foremost academic programs, and, like their counterparts on campus, these classes, field trips, and cultural excursions should never be designed to cater to the needs of accompanying individuals who are not part of the academic experience. Accompanying dependents, significant others, spouses and acquaintances should not interfere with the function of the study abroad program in any way. However, we recognize the importance of the family and encourage faculty members to include their family members as part of the study abroad experience bearing in mind the need to adhere to the following guidelines:

DEPENDENTS

Spouse

I. A spouse may accompany the faculty member for the duration of the programs or a significant portion of the program as long as it does not interfere with the faculty member's duties to the program and the study abroad students.

II. Spouses should understand that their primary role on the study abroad program is that of spouse and/or caretaker of any dependent children also accompanying the faculty member. For liability purposes, it is important that spouses do not have responsibilities related to the academic program (e.g. taking roll, monitoring tests, managing working funds).

Children

I. The faculty member's children or legal dependents under the age of 18 may accompany the faculty member for the duration of the program or for a significant portion of the program as long as it does not interfere with the faculty members's duties to the program and the study abroad students.

II. Grandchildren, nephews, and nieces who are not a faculty member's legal dependents are not considered dependents but rather extended family and are therefore not permitted to stay for the duration of the program unless they are controlled as students in the program.

III. If the child is under the age of 15, the faculty member must provide a caretaker. This caretaker could be the spouse of the faculty member.

1. The faculty member must cover the caretaker's expenses.
2. Students on the program should never be asked to serve as a caretaker, as this detracts from the program and the student's experience. In addition, it places the faculty member in a difficult position to defend if the student alleges that he/she felt pressured to perform personal services for a faculty member as part of the course grade.
3. The faculty member cannot be considered the caretaker.
4. Other faculty or staff member involved with the program should not be asked to serve as a caretaker.

IV. It is strongly recommended that faculty member consider carefully the number of children being taken on study abroad program. Logistically, the more children that are involved, the more difficult it becomes to make arrangements that will accommodate large families, and the more difficult it is for the faculty member to focus their full attention on the study abroad program. Past experience shared by other faculty members suggests that a spouse and several dependent children taken abroad require more attention from a faculty member than they require at home in Texas due to language barriers as well as lack of usual friends, recreational, and educational activities.

Financial Considerations

I. State regulations require that faculty members pay all expenses of their spouses and dependents. Current Texas A&M International fiscal policies do not allow such expenses to be paid by the student program fees or monies mixed into student program fees accounts. This means that separate payments directly from the faculty member will be required for dependent expenses. This information must be made transparent for all those involved in the program, especially the students, so there is no misunderstanding that student program fees are, in any way, subsidizing non-participants. Please refer to the Travel Funds section on page 14 for more details or contact the Office of International Education for questions about this information.

II. Dependents are not guaranteed potential “group discount” prices due to restrictions on such rates (e.g. age limits, student only prices, etc.)

III. In cases where a faculty member requires a logistical arrangement for a dependent or spouse that costs more than the price paid by a student, the faculty member is responsible for the cost difference (e.g. if paying for a double room instead of a single room in a hotel, the faculty member would pay the difference between the single and the double to accommodate an accompanying spouse).

Logistical Arrangements

I. Program arrangements are not primarily made to accommodate the needs of dependents and spouses. All program accommodations are made with the understanding that this is an academic program designed to meet the needs of the students and the faculty members.

II. Faculty members are responsible for obtaining passports and visas for their spouses and dependents.

III. Faculty members are responsible for obtaining health insurance for their spouses and dependents.

IV. Faculty member must organize dependent’s travel arrangements whenever these arrangements deviate from those made for the planned study abroad program, such as (but not limited to).

1. Transportation to and from the study abroad location
2. Excursions in the host country
3. Hotels
4. Meals

When travel arrangements exactly coincide with the planned study abroad program, these will be coordinated with the Study Abroad Programs Office, using the same program deadlines that apply for students engaged in the program.

V. Dependents may room with the faculty member if accommodations allow; but, as already mentioned, the faculty member must pay the difference for any room upgrade.

VI. Dependents are not permitted to share accommodations with students.

VII. Dependents should not compromise the planned academic program in any way, such as (but not limited to)

1. preventing the faculty member from attending or leading field trips or other academic elements of the program.
2. disrupting class or field trips.
3. preventing students or other faculty members from engaging fully in the academic program.

RECRUITMENT

The best recruiting for study abroad takes place early! Students begin making summer plans during the proceeding September or earlier. To make sure that your program is filled by the application deadline, you should develop a marketing plan that begins when the academic year starts and builds until the deadline. Previous faculty directors and OIE are your best sources of information on what works and what does not. Following are a few basics for you to keep in mind:

Major venues for program publicity include:

- Design and preparation of program brochure
- posting of program on the OIE web site
- Announcement of the program in appropriate classes
- Announcement of the program through student organizations
- Posters and flyers at key campus locations (Univ. Village, Student Union, bulletin boards etc.)
- Information sessions for interested students

Timing:

- Ideally, you should have the program brochures and posters/flyers ready to go no later than mid-November (if a summer program)
- Students usually discuss summer plans with their parents; therefore, you will see good results from announcements just prior to Thanksgiving and Christmas break
- it is extremely important that you begin publicizing your program as early as possible, and continue publicizing it in many different venues throughout the year until the application deadline

Classroom Visits:

- visiting classes is one of the most effective ways of informing students about your program

Brochures:

- The program brochure is a critical piece of publicity for your program. Examples of previous brochures are available at OIE
- The brochure should include all relevant information. It should also mention any available scholarships as well

Information sessions:

- Information sessions should be held after you have a sufficient base of positively interested students (the OIE collects names, email address, and student phone numbers of interested students, and you may wish to do the same as you speak with students)
- Students who make the effort to attend scheduled information sessions for a particular program are beyond the "What am I going to do this summer" phase and are seriously interested in your program. The session should reflect this and have a lot of very specific information available.
- If you conducted a similar program before, the participation of returnees (and their photo albums) can be a great draw.

HEALTH AND SAFETY CONCERNS

As a program director, you will find that your responsibilities do not end in the classroom. Students will rely on you for all kinds of extra-curricular assistance as they adjust to a new and sometimes stressful environment.

Student Conduct

We recognize that the students participating in an A&M International study abroad programs are legally adults and responsible for their own behavior. However, they are also considered to represent, fairly or not, their home institution and country. It is the program director's responsibility to advise students when they are offending the norms of the host country. Part of the pre-departure and on-site orientation for your program should include discussion of those norms and typical in which foreigners may violate them. Students need to be aware that they are subject to the host country laws and to the A&M International Code of Student Conduct. The Code of Conduct is detailed in A&M International's student handbook.

In the case of specific behavior violations, it may be effective to address minor issues by chatting casually with a group of students (particularly friends of the offender) about the way that behavior will be perceived by host-culture natives – peer pressure can often be the most effective way to correct a student.

In the case of serious violations which jeopardize the safety or well-being of the offender, other students, or members of the host culture (i.e. instructors, home stay families, etc.), students should understand that such behavior may result in dismissal from the program, failure of courses, loss of program cost and/or an early return home at the student's expense.

Health and Safety

Please note that it is not legal for university employees, including faculty members, to contact a student's parent or guardian regarding medical conditions or emergencies if the student is over 18. If a student on your program is involved in a medical or other emergency, you should of course urge the student to contact his/her parents if possible or to allow you or OIE to contact them, but you may not do so until you have the student's permission.

Prior to departure, if possible, the faculty director should collect the following information:

Telephone # and Address of the U.S. Embassy or consulate nearest the program site:

Name, address, and telephone # of an English-speaking doctor at or near the program site (if applicable; this information can be obtained from the U.S. embassy).

Name, address, and telephone # of the nearest large hospital which provides urgent/emergency care

Name, address, and telephone # of local police

Directions for operator-assisted dialing to the U.S. from site, including access codes, acceptability of coins/telephone cards/calling cards:

In the months prior to departure, it is important to monitor the security status of the destination country, for example by reading State Department travel advisories on the Internet.

Upon arrival, provide a list of program participants' names, home addresses, and telephone numbers to the nearest U.S. Embassy or Consulate, along with a telephone number where you can be reached and a basic itinerary for the program.

Be sure to inform students of potential risks, either in writing or in a mandatory group meeting. As a general rule, it is better to inform students of any potential risk. It's especially important to respond to risks discussed in public forums such as the State Department travel advisories, and to let students know why you think this risk does not necessitate canceling or changing the program, rather than to selectively discuss only some potential risks. For example, if the State Department posts a warning about civil unrest in an area of your destination country which is NOT on the program's itinerary, it is a better idea to inform the students of the warning, to explain that the area is several hundred miles from where the program will be held, and to let them know that you personally feel this is not a serious risk but you wanted them to be fully informed. Simply not mentioning it could invite student or parent complaints that they were not fully informed.

In case of an emergency on site, refer to the OIE Emergency Contact Information chapter. If a crisis should occur, keep a written record of all steps taken. Avoid releasing information directly to the media.

Luckily, serious crises are rare, but it is important to be informed and prepared!

Special concerns for Disabled Participants

Under the Americans with Disabilities Act (ADA), students with disabilities who are otherwise qualified to participate in a study program may not be turned down solely on the basis of their disability. If a disabled student contacts you to discuss participation in your program, it is your responsibility to fully inform the student about possible risks or difficulties involved in participation, while making sure not to discourage them from participating. Also encourage the student to visit with student counseling for additional advising.

EMERGENCY CONTACT INFORMATION FOR STUDY ABROAD

In the event that an emergency involving the health or safety of a student arises, the faculty director should contact the International Program's office as quickly as possible. Be sure that you collect detailed information upon learning of a critical incident involving a Texas A&M International student or faculty member. This will assist you to have all details available when contact TAMIU.

Critical Emergency

- 1) Make sure the student is safe and receiving medical attention if necessary.
- 2) Contact the Host University or your in-country contact about the incident. This individual is a valuable resource about in-country laws, medical facilities, and other important information.
- 3) Gather information about the incident. The Emergency Incident Form (see Forms section) is designed to help you with this process.
- 4) Contact the Texas A&M International University Police Department at 001-956-326-2100. A UPD Dispatcher answers this phone twenty-four hours a day, seven days a week. UPD will then notify the appropriate individuals. You will be re-contacted by the University, so be prepared to leave a number at which you can be contacted.

Medical Emergency (of non-emergency, but nonetheless serious medical situation)

Please proceed to the closest health care provider. Obtain bills and receipts from treating physicians and hospitals stating the amount paid and diagnosis and submit these documents to the insurance provider. Claims should be reported directly to the appropriate address shown on the back of this page.

U.S. Embassy

In the event of the death, disappearance, arrest/detention, or serious medical crisis involving a TAMIU student, one of your first contacts should be the nearest U.S. Embassy or Consulate, American Citizen Service's section. If you are unable to contact the embassy or consulate, you can also contact the American Citizen Services office at the State Department at 202-647-5225 (24 hours)

A&M International Contact Information

Individuals should be contacted in the following order. Once one person on the list has been reached, they will take care of informing anyone else as necessary and will make arrangements for any assistance needed. Every effort should be made to report any incident first to the TAMIU Police Department.

TAMIU Police Department 24 hours	956 326 2100	
Jannet Garcia Director, Study Abroad	956 326 2565 (wk) 956 326 2279 (fax)	956 727 8234 (hm) 956 966 9234 (cell)
Betty Momayezi Assoc. Vice President, Student Affairs	956 326 2272 (wk) 956 206 5102 (cell)	

Please note: in the event that an incident such as a natural disaster, large-scale transportation accident, or terrorist attack occurs within your destination country, or even within a neighboring country, please

contact the OIE as soon as is convenient to confirm that the group is safe, and encourage students to call a family member or friend at home. OIE is likely to receive calls from concerned family members when such incidents take place, even when the site of the incident is very distant from the actual program location.

FINANCES

How to prepare a program budget?

Program directors must develop a program budget that documents all projected expenses, including administrative fees. Unless all program expense payments will be made in U.S. dollars, a 5% safety margin should be factored into the budget to cover currency fluctuations (see also Forms section).

In general program budgets can be divided into two parts:

Fixed Costs (all costs that must be covered regardless of the number of participants).

- travel and lodging costs of the program director and any other instructors
- costs for producing and distributing publicity materials or hosting publicity events
- telephone and fax expenses
- classroom rental
- contingency fund to cover incidents which may occur during the program

Variable Costs (costs dependent on the number of student participants in the program)

- health insurance costs
- rental of student rooms
- expenses for student meals
- student airfares
- costs for admissions to museums and cultural events
- in-country transportation

Not included in the budget is the cost of tuition and fees. Remember that non-resident students pay a significant tuition and fee difference compared to resident students.

Travel Funds for Faculty-Led Study Abroad Programs

What is a travel fund?

- A Travel Fund for Faculty-Led Study Abroad Programs is money that can be spend in support of the students in the program of the general good of the program and for the benefit of the participants. Expenditures from the fund can include such incidentals as museum fees, bus fares, room & board, newspapers for the entire group, group restaurant charges, gifts, emergencies, etc.
- Money for a Travel Fund is money that technically has been borrowed from the TAMIU account in which it had been placed after collection from students. Any payments made out of the fund are technically payments from a TAMIU account, and subject to conditions governing disbursement from those accounts. Therefore, it must be strictly accounted for at the end of the program.
- Money in the Travel Fund is considered to be institutional or local, but its use is subject to certain conditions discussed below.

How is a travel fund calculated and collected??

- The amount of the Travel Fund will vary, depending upon the type of program, the length of the program, the host country, and the exchange rate of the dollar.
- Monies are collected at the same time as other money for the Program, either through payment to OIP or the Business Office.

How is the travel fund administered?

- The Director of the Office of International Education serves as account administrator.

- The Program Director (faculty member leading the study abroad program) will be the fund custodian. This person will be responsible for recording and documenting disbursements from the fund and for physically transporting the Travel Fund.
- In certain areas, it may be desirable to designate more than one fund custodian.
- If more than one fund custodian is designated, that must be indicated in the letter to TAMIU Comptrollers Office that established the Travel Fund account. Each fund custodian will be responsible for the funds under his/her supervision, each must sign the documentation for his/her portion of the fund when the program ends.
- The Travel Fund should NEVER be administered by a student or by a non-TAMIU employee

What kinds of expenditures are authorized?

- Expenses for students relevant to the intended purpose of the trip.
- Gifts to be offered by the group or hosts or individuals. Expenditures for gifts should be anticipated as much as possible in the program budget and should be reasonable in cost.
- Educational materials necessary for the sole use of students participating in the program.
- Museum entry fees for students and faculty when accompanying students.
- Donations and tips, when they are offered in lieu of an entrance fee according to the custom of the country. Program Directors should discuss customs concerning tipping with their students.
- Service charges for exchange money.
- Medicines if they are for the general use of all students.
- Lecture fees for visiting lecturers.
- Taxis for students and faculty when accompanying students.
- Ground transportation

What kind of expenditures cannot be authorized?

- Any medicine, medical emergencies or personal items for faculty or family member of faculty.
- Books, videos, tapes, film processing, photographs, cellular telephones or other supplies and equipment that will remain in sole possession of the program director after the termination of the program.
- Expenditures for any guest or family members of students, faculty, or visiting lecturers.
- Any medical and/or pharmacy expenses for students.
- Expenditures for items belonging to faculty and/or students that may be lost or stolen.

What about alcohol?

In many cultures, the consumption of alcohol is a normal part of eating or celebrating, and individuals are permitted to drink before the age of 21. This raises questions with reference to purchase of alcohol from the Travel Fund.

- Faculty should be sensitive to the fact that not all students, or their parents, may approve of or feel comfortable with the consumption of alcohol, and as a general rule program funds should not be used for its purchase.
- Students should in no way be encouraged by the Program Director to consume alcohol.
- If a student decided to consume alcohol, she/he should exercise discretion and should pay for any alcohol she/he consumes from his/her own funds.
- There may be certain circumstances, however, in which the purchase of alcohol from a Travel Fund may be justified. If alcohol is part of a business meal (with a foreign coordinator/host, for example) in which such things as program evaluations, plans for future programs are discussed, the Travel Fund can be used to pay for alcohol. The occasion, participants, and topics of discussion, however, should be carefully documented.
- If alcohol is included in the cost of a group dinner, celebration or ritual and the program is expected to pay, the Travel Fund may be used.
- Students should be referred to the section in the Student Handbook in which alcohol, drinking, customs and expectations of behavior are discussed.

What kind of records must be kept and why?

- OIE will require an exact accounting of all expenditures in the form of receipts, invoices, and a daily log of all disbursements (see Forms section).
- Whenever cashing travelers check or making a transaction, note the exchange rate and avoid moving money from one exchange transaction to another. Exchange rates fluctuate between transactions and complicate record keeping if money from different exchanges is mixed.
- When noting the cost of an item in the logbook, note also the exchange rate and convert the cost to dollars.
- If a receipt cannot be obtained for disbursement, the fund custodian must note the disbursement in his/her records, and indicate that receipts were not available.
- Number all receipts with corresponding numbers for entries in disbursement log.
- It is advisable to collect the receipts as a group, as individual receipts are often difficult to collect from students.

What about theft or disappearance of funds?

- In the event that funds are stolen, then the fund custodian should first notify the law enforcement agency in the host country, and then notify OIP upon return from the trip.
- Secure proof that theft was reported in host country.
- Should the fund custodian be unable to account for all of the funds, then the decision rests with the University as to whether the fund custodian should be made to cover the funds or whether an unrestricted gift account could be used to pay for the difference.

Can money be disbursed to students during the trip?

- Yes, if identical amounts are allotted to each student, particularly if the money is to be used for program expenses, for example, transportation costs.
- As above, the amount of the money disbursed must be noted and the student must sign for it.

What is to be done with remaining monies?

- Any remaining monies must be returned to the University, after which a determination is made for the use of remaining monies.

What is to be done with records after return?

- As soon as possible after the end of the program, and no later than the date pre-arranged with the International Programs Office, the fund custodian must submit an itemized list of disbursements including dates, amounts, and conversion to U.S. dollars, disbursement logs, numbered receipts, cashier's letter and any unspent monies.
- If additional information or explanations are necessary, submit appropriate documentation at the same time as above.
- If the fund administrator intends to extend his/her stay, the account administrator must be notified in advance. Records would be turned in as soon as possible following the fund custodian's return.
- If the extension is prolonged into the next semester, then records are due at a date pre-arranged with the International Programs Office.
- The fund custodian is responsible for returning all unspent funds and receipts for all disbursements, including a statement form for each time that funds were returned to students.
- The fund custodian should certify on their department letterhead that the daily log is accurate and that any expenses incurred that are not accompanied by receipts were indeed necessary and were used in support of the students participating in the study abroad program.