

## Faculty-led Study Abroad Programs Financial Policies

Central Michigan University is committed to providing transformational experiences for its students, including opportunities to travel abroad for educational purposes. The design and delivery of a study abroad program involves careful budgeting and expense tracking. Per [CMU's International Programs Policy](#), the Office of Global Engagement is charged with developing and enforcing policies and procedures related to study abroad financial management. The following financial policies for faculty-led study abroad programs promote responsible and consistent financial stewardship and minimize financial risk to the institution and to students.

### 1. Program Budgets

- Students participating in faculty-led study abroad programs pay tuition for the course(s) and a program fee which covers the expenses associated with the travel elements. Colleges receive the tuition and pay for the faculty leader's salary. OGE receives and manages the program fees and ensures that all expenses associated with the group travel are paid. Students are also charged the cost of the mandatory study abroad health insurance and the Study Abroad Administrative Fee.
- All faculty-led program proposals will include a detailed proposed budget that will be reviewed and approved by OGE as part of the proposal review process. All budgeted costs associated with a faculty-led study abroad program must be reviewed and approved by OGE.
- Program budgets will be approved based on a minimum enrollment number determined by the relevant Dean. Programs that do not have the minimum number of participants by the application deadline are subject to cancellation. Program budgets must be self-sustaining and cover all expenses through enrollments.

### 2. Payments for Program Expenses

- Program deposits and pre-payments will only be authorized by OGE after the program has been approved to travel. Exceptional circumstances may be discussed with OGE.
- All payments for expenses related to CMU Faculty-led Study Abroad Programs must be part of the program budget and authorized in advance by OGE.
- Authorized payments must be made via the Study Abroad CMU Business Card or Wire Transfer.
- Any contributions by the academic department or college for faculty-led program expenses that are included in the program budget must be transferred to OGE at the time that the program is approved for travel. After the program expenses have been reconciled, any remaining funds from the transfer for specific expense(s) will be returned to the department or college.

### 3. Cash Advance:

- In locations where cash continues to be the primary method for payment for services, a cash advance may be requested. After consultation with OGE, the faculty leader may submit a detailed itemization of the expenses to be paid in cash with an explanation of why the CMU Business Card may not be used and/or wire transfer payment cannot be made. The Cash Advance Request should be submitted to OGE for approval no later than 5 weeks before the program departure date.
- The cash advance must be reconciled by the faculty leader receiving the cash advance at the end of the program through established procedures. (see Item 6)
- Faculty leaders may not distribute cash advance funds to students as reimbursement for any portion of the program fee.

4. **Allowable costs for gifts:** Every culture around the world has gift-giving customs and traditions that impact the context of faculty-led study abroad programs. Presenting gifts to lecturers volunteering their time, colleagues, and representatives of institutional partners may be considered a regular aspect of doing business globally. Oftentimes, gifts such as CMU-branded items may be donated by CMU departments or colleges to keep the program cost down for students. Cost of gifts that will be included in the program budget must be approved in advance.
5. **Unbudgeted Expenses and Overspending**
  - Program leaders must consult with OGE about any unbudgeted expenses that may arise, pre-departure or while abroad, prior to committing to or making any payments. Unbudgeted costs may not be paid or reimbursed without prior approval from OGE. Necessary and approved expenses beyond the original program budget will be covered by the OGE study abroad contingency fund.
  - In the event of an emergency, program directors should use their best judgment regarding related expenses and contact OGE as soon as possible.
  - Program leaders are expected to track their spending while the program is in progress in order to stay in budget and may consult with OGE regarding any budgetary concerns. Program leaders will be responsible for unbudgeted and unapproved overspending.
6. **Program Expense Tracking, Reconciliation and Reimbursement:**
  - OGE provides financial tracking tools to assist program leaders in maintaining accurate budgets and records of expenditures.
  - As per the [CMU Business Expense Manual](#), faculty leaders must submit the complete program accounting, the completed and signed Reconciliation and Reimbursement forms, and all supporting documentation to OGE **within 5 weeks** from the end date of the program.
  - Per the CMU Business Expense policies, if the employee fails to submit the appropriate documentation within 5 weeks:
    - The amount advanced will be reported as taxable income on the employee's W-2 form. The amount will be reported the same calendar year in which the travel ends. Cash advances and reimbursements for future travel will be withheld until proper documentation is submitted.
    - If an expense is not allowable, the amount will be subtracted from the voucher (non-cardholders) or deducted from an employees' pay (cardholders).
7. **Excess Funds:**
  - OGE assists faculty leaders in estimating program costs as accurately as possible, with the goal of breaking even. If extra program fees are available as the program is in progress, the faculty leader may consider adding additional components to enhance the educational experience in consultation with OGE (e.g. additional field trip, group meal, etc.).
  - Once all program accounting and reconciliations have been completed, if \$100 or more per student remains in the program cost center, student refunds will be requested to be reviewed/approved by the Office of Scholarships and Financial Aid then posted to the students' accounts. If less than \$100 per student remains in the program cost center, OGE will retain the balance in a contingency account.
  - Program leaders may not refund excess program fees directly to students.
  - If any portion of the scheduled program itinerary is unable to be delivered, OGE will manage associated refunds.

**Student-Related Financial Policies:**

**1. CMU Tuition for Faculty-Led Programs:** see CMU tuition refund policy.

**2. Faculty-Led Program Fee:** Refundable up to 5 days after acceptance into the program. After this date, the program fee is not refundable.

**3. CMU Study Abroad Administrative Fee:** This fee is non-refundable, except in cases where CMU cancels the program or the student is denied acceptance.