

Financial Policies for UST-Sponsored Off-Campus Programs Revised August 1, 2013; Updated December 2014

Budgeting for a Program

1. Faculty and staff program directors must provide proposed budget figures for all academic and travel expenses, and a rationale for all program spending, including group meals, educational and cultural activities. It is expected that they exercise good judgment with respect to projected expenses, determining the most economical means of obtaining lodging, meals, transportation, supplies, etc. The appropriate department chair, dean and the Office of Academic Affairs will establish and approve the preliminary and final program expense budgets.
2. Meals and incidental spending (e.g. tips) should be budgeted using the U.S. Department of State per diem rates (http://aoprals.state.gov/content.asp?content_id=184&menu_id=78) as maximums. These rates are adjusted monthly to seasonal pricing and currency exchange rate fluctuations.
3. The program budget will include program director airfare, lodging, ground transportation, an allowance for meals, insurance, program entrances and admissions, and shipment of academic materials (for semester programs). The exact amounts vary by location and length of program. Detailed information will be communicated in the Letter of Appointment issued by the program director's respective dean in consultation with the appropriate department chair and the Office of Academic Affairs.
4. Final budget figures will be included in the program budget prepared by the coordinating department.

Calculating and Announcing Student Fees

1. The advertised and final program fees for an undergraduate off-campus program will be no less than the comprehensive fee for the term in question plus airfare to and from the program site(s) and the Off-campus Study Fee. Graduate program fees are established by the respective dean and the Office of Academic Affairs.
2. All program budgets and fees are approved by the appropriate chair, dean and the Office of Academic Affairs. The coordinating department must receive these approvals before announcing program fees. Program fees are announced by March 1 for semester programs, March 15 for January/fall-embedded programs and September 1 for spring-embedded/summer programs.

Using Program Funds On-site

1. Program directors will be issued Wells Fargo declining balance ("WellsTwo") cards for approved on-site expenses. The charges and withdrawals made with the card are posted directly against the program budget. Prior to departure, program directors will be notified of the on-site budget. The on-site spending budget will include any program expenses that are not prepaid.
2. It is expected that program directors use "WellsTwo" funds carefully and judiciously, not exceeding the pre-determined amount of spending nor for purposes beyond those established prior to departure. As there is no difference in the University's policies for spending off-campus versus any other spending, the following expenses cannot be considered program expenses:

- Passports, passport photos, and related expenses;
 - Personal expenses, including laundry, medicine, non-program phone calls, etc. Program funds may be used for country-specific inoculations (e.g. yellow fever) only if these are not covered by the program director's insurance;
 - Personal entertainment and incidental expenses;
 - Non-approved customs duty on items mailed to or from program site;
 - Non-approved overweight/oversize baggage charges;
 - Penalties for changes to the flight itinerary after the deviation deadline;
 - Business class tickets and upgrades on air, hotel and car reservations;
 - Airline club memberships;
 - Payments other than to pre-approved vendors/service providers;
 - Payments to foreign individuals;
 - Cash given to students;
 - Any other items not covered in the program budget.
3. Per IRS guidelines, program directors are not to retain unused portions of advance funds for future program iterations or to distribute cash to any individual for any purpose. Any leftover program funds are used to lower the non-traveling students' subsidies of international travelers.

Tracking and Reconciling On-site Spending

1. Itemized receipts must be collected for all "WellsTwo" card expenses, including cash withdrawals and purchases made with cash. Obtaining appropriate documentation to substantiate expenses incurred sometimes can be difficult in foreign countries. In these instances (i.e. tip to tour guide), program directors must use the Proof of Purchase document.
2. Transactions and withdrawals made using a "WellsTwo" card will appear on the Wells Fargo Commercial Card Expense Reporting website. Program directors must reconcile their "WellsTwo" cards on the website in the designated time period, including when they are traveling. The reconciled monthly transaction reports with all corresponding receipts must be submitted directly to the program director's acting supervisor, who will review and recommend to the Office of Academic Affairs approval of expenses charged to a "WellsTwo" card during an off-campus program.
3. It is expected that program directors will use an expense journal to make a daily record of all on-site cash expenses. The coordinating department will provide electronic and paper versions of a pre-programmed Excel expense journal template. The expense journal with all corresponding receipts must be submitted directly to the program director's acting supervisor, who will review and recommend to the Office of Academic Affairs approval of expenses made with cash withdrawn from a "WellsTwo" card during an off-campus program.
4. A "WellsTwo" card is a personal liability to the program director until he or she has provided the appropriate documentation for legitimate expenses and has returned the card. To avoid taxation on "WellsTwo" funds as personal income, program directors must complete the "WellsTwo" reconciliation within thirty (30) days after return from the program. The university reserves the right without further notice to take actions to collect "WellsTwo" funds and/or impose other sanctions if the card is not returned and expenses are not substantiated within this time frame.

For further University policies and procedures regarding financial management, see the Accounts Payable website (<http://www.stthomas.edu/accountspayable>).