Travel/Study Program Funds

Revised: 6/10
FSS/PPS No. 05.06.01
Issue No. 3
Reviewer: Director, Accounting
Effective Date: 02/01/98 (E6Y)
Review Date: 03/16

01. PURPOSE

01.01 The purpose of this PPS is to establish policy for handling of funds for travel/study programs by the assigned faculty sponsor.

02. POLICY FOR RESIDENT CREDIT COURSES

2.01 When travel/study programs have been approved by the Board of Regents, the faculty sponsor under the oversight of the Director, Extension and Correspondence will be recognized as the responsible party of the approved program. The faculty sponsor may choose any of the following methods to handle funds:

a. Direct students to send all relevant funds to the travel agency responsible for the trip;

b. Collect and deposit funds in a University account for proper disbursing to the travel agency through the Accounting Office; or

c. A combination of a. or b.

03. POLICY FOR EXTENSION CREDIT COURSES

03.01 If the course is for credit through the Extension Office, the faculty sponsor may:

a. Accept the fee and application from the student and send it to the Extension Office for processing; or

b. Have the student submit the fee and application directly to the Extension Office.

04. PROGRAM EXPENSES FOR RESIDENT CREDIT COURSE TRAVEL AND EXTENSION CREDIT COURSE TRAVEL

04.01 Program expenses may include travel and per diem for the faculty sponsor plus up to $150 to cover incidental expenses of the faculty sponsor (i.e., foreign
departure taxes or custom fees); expenses for student travel; and per diem for field work.

04.02 Complimentary tickets and/or emoluments from airlines or travel agents may be disbursed or used at the discretion of the faculty sponsor.

04.03 Program expenses that include prepayment should include all pertinent banking information. This includes the payee account name, account number and the bank name and location. The payment will be made according to the exchange rate that day. A bank fee charged by the bank. Processing time required is 48 hour prior the date wire requested.

05. POLICY UPON RETURN FROM TRIP

05.01 Upon retuning from the trip, the faculty sponsor will submit receipts or a general explanation describing the general and incidental expenses incurred and re-deposit any surplus.

05.02 Currency rates for foreign currency should be included in the documentation submitted. (Example: 10 ruppes = x US dollars)

06. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Section</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Director, Accounting</td>
<td>Review</td>
<td>March (E6Y-98)</td>
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</tbody>
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07. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Director, Accounting, Reviewer

Associate Vice President, Financial Services, Reviewer

Vice President for Finance and Support Services
Approved: _______________________________________

Reviewer

Approved: _______________________________________

Reviewer

Approved: _______________________________________

Vice President for Finance
and Support Services