

Program Budget and Finances

The program's financial accounts are managed by the Study Abroad Office, under the direction of the Director of Finance and Human Resources. The SAO provides accounting services in compliance with UNC-Chapel Hill's established accounting policies, procedures, and timelines. It is your responsibility to review all policies regarding the appropriate use of university funds.

The Program Director is responsible for setting the program budget and managing fee-for-services contracts and payments for the program. They will be your main point of contact to assist with understanding your program budget and how payments will be made. This section will address key components you should be mindful of.

It is critical that Faculty Directors connect with their Program Directors to understand their program's budget lines and available funds. This discussion will help Faculty Director's determine available budget for expenses such as faculty travel, program excursions, student group meals, etc.

Travel Arrangements, Concur and T&E (travel & expense) Cards

To begin preparation for traveling with a Study Abroad program, you must work to secure a UNC T&E Card through your home department and business manager. Also be sure that your department's business manager is aware of your upcoming travel plans/program leadership with our office.

In the Concur Travel system, the routing approval for travel requests is initiated with your home administrative staff, and you (or they) will need to add the Study Abroad Dept ID (**313800**) in the Request Header to route that request to the Study Abroad team for approval.

For help arranging faculty program travel, please see the [Faculty Program Travel Guide](#).

Airfare

Do not purchase tickets yourself! After proper approvals have been secured, use the Concur Travel System to book domestic flights or call a World Travel Inc agent to book international flights. The Study Abroad Office will pay for a roundtrip economy class ticket, RDU to the Program Location(s), for the program dates.

You will be expected to provide proper documentation and pay for any additional costs incurred if you wish to travel on different dates or use alternative routes. All travel itineraries must be approved by the Program Director, who will work with the Study Abroad Accounting team for final approval and payment.

To book **flights** for **faculty-only**, book through Concur (if domestic) or call World Travel Inc agent (if international) and pay with T&E card.

To book group **flights** for **students-only**, call a World Travel Inc agent and pay with a PCard after receiving special permission to unrestrict card.

To book group **flights** for **students-plus-faculty**, call a World Travel Inc agent to use a PCard with special permission to pay for student's flights and a T&E card to pay for faculty member's flight.

Program Expense Payments

To help faculty avoid handling large sums of money while abroad, the SAO staff will attempt to pay for many of the program expenses prior to your departure via an invoice from our host organization or institution. This also assists with the final reconciliation of expenditures.

ACCOMMODATIONS

To book group **accommodations** for **students-only**:

- can pay with a PCard after receiving special permission to unrestrict card
- can pay with an invoice and signed contract

To book group **accommodations** for **students-plus-faculty**:

- can pay with a PCard after receiving special permission to unrestrict card
- can pay with a faculty's T&E card and note on Concur Expense report that accommodations were for faculty plus students.
- can pay with an invoice and signed contract

To book **accommodations** for **faculty-only**:

- use the Concur booking tool to book a hotel and pay with your T&E Card
- get a Non-Hotel Lodging form approved to book through Airbnb (or another non-hotel chain) and pay with T&E card

**For any accommodation that does not involve a commercial hotel, please work with your Program Director or the SAO Accounting Team to secure pre-approval before booking.*

- can pay with an invoice and signed contract

Tracking and Reconciling Expenses

- ❖ Faculty are expected to keep a complete accounting of all travel expenses and submit those to Concur **within 30 days (1 month) of your return home**.
- ❖ If travel expenses are not submitted **within 60 days (2 months) of your return home**, then those travel expenses may become taxable
- ❖ If travel expenses are not submitted **within 180 days (6 months) of your return home**, then those travel expenses become non-reimbursable.

Remember - all expenses must be documented with an **itemized** receipt, except for per diem meals and international transaction fees.

Download the [SAP Concur Mobile App](#) to help save and record receipts while traveling

Non-UNC Employees

If you are not a full-time UNC employee:

- Do not pay for student expenses.

- A C# must be created by the Study Abroad Office and submitted to WorldTravel Inc to pay for your flight on a UNC Ghost Card.
- Personal travel expenses must be paid via a personal credit card and reimbursed after your trip through the old Web Travel system.

Cash Advances

With the implementation of the new T&E card and Concur system, Central Office strongly discourages the use of cash advances. The Study Abroad Office realizes there are special program circumstances (i.e., country-specific cash-driven markets) in which cash advances are necessary. In these rare occasions, please see the linked instructions on [Requesting a Travel Cash Advance](#).

Appropriate Use of Program Funds

Please note that this list contains the most common type of expenses and is not meant to be exhaustive. If you are not sure whether you can use program funds to pay for a particular type of expense, please contact your Program Director.

Program Funds **may** be used to pay for:

- Legitimate program costs that have been pre-approved in the program budget by the PD
- Hosting limited meals or giving small, appropriate gifts for on-site program staff
- Clerical costs for program materials, such as photocopying, mailing, etc.
- Phone and internet charges for program-related communication
- Limited local transportation (taxi, bus, etc.) for program related matters
- Small, appropriate tips for coach drivers/guides

Program Funds **cannot** be used to pay for

- Costs incurred by family or friends of the FPD
- Personal travel expenses (food, household items, entertainment, personal transportation)
- Alcohol
- Any personal medical costs, including pre-program vaccinations, medications, or doctor visits
- Loaning funds to students or paying for students' personal costs
- Program funds should be used as equitably as possible for each participant, and not favor certain participants over others
- Materials/equipment (i.e., cell phone, voice recorders, etc.) may be purchased with PD approval using program funds, but all such materials/equipment must be returned to the study abroad office for use by future programs.

Students and Money

If a student is having financial difficulties, you should assist the student in finding their own solutions to access sufficient funds, but Study Abroad program funds cannot be used as loans or gifts to students. Likewise, you cannot pay medical bills on-behalf of students and should inform the student of GeoBlue insurance procedures for reimbursement and payments.

Accessing Money Overseas

It is your responsibility to ensure that you have adequate access to funds while you are abroad to cover your personal expenses. You are encouraged to have multiple means to access funds in case of difficulty with any particular system, such as a debit card and a credit card. It is strongly recommended that you have more than one way to access cash or pay for goods and services, and that you carry a Visa or MasterCard for emergencies. Also, ALL of your cards should have a **chip and 4-digit PIN** – this is common in Europe, as well as other countries.

Contact all of your banks and credit card companies to **notify them you will be abroad**, so they don't cancel your card for fraudulent activity. Many have online forms. Be sure to also ask about **transaction fees** (ATM and in-store) and daily limits. Foreign transaction fees can add up! Ask the bank to waive the fees while you are studying abroad or look for a card with no fees. Your bank may have partner ATMs abroad with no/lower fees.

If you intend to use cash abroad, we encourage you to order currency in advance from your bank or AAA.

Family or Visitors Onsite

Given the amount of time and energy it takes to lead a program abroad, it can be difficult to balance those duties with family responsibilities. We urge you to carefully consider whether you are able to fully undertake the required program responsibilities if your family or visitors accompany or visit you on the program. The SAO recommends that family and friends do not accompany you. However, if you do allow visitors or family, the SAO takes no responsibility (logistical, financial or legal), for family or friends of faculty during a study abroad program. FPD's visitors or family members should be aware that their personal behavior must not in any way affect the quality of the program or the experience of the participants. Minor children must be under the supervision of a parent/guardian other than you. Finally, at no time should a program participant be asked to care for or supervise a child of a faculty member.