

Budget Information/Tips for Faculty-Led Programs

Travel Advances/Prepayment: You will receive the advance funds five days before you leave. It includes your meal allowance as well as money for program in-country.

Things to consider while on the trip:

All money from your advances must be accounted for – upload receipts by taking a photo using your phone or tablet and email them (using your unca.edu email account) to travel@unca.edu. Each receipt will have to be photographed and sent individually, unless you have a receipt for each student for things like bus tickets. You can put all of them on a page and photograph them. Please write the category on the receipt before photographing and emailing it (ie: Transportation, Meals (for students only), Lodging, phone/internet, entry fees/tours, supplies, miscellaneous. I recommend that you keep receipts by category in case it doesn't go through the system for some reason. Tips to make tracking receipts easier while on your trip:

- 1) Choose one main person to handle the finances for the group if you have 2 or more faculty leaders
- 2) Categorize, photograph and email the receipts daily (if internet is not available you can email them as it becomes available, but you can photograph as you go.
- 3) Always pay out of program dollars and **not personal funds**. If circumstances are such that you have to pay with personal funds, though not recommended, give the receipt to the faculty member designated as the finance person and get reimbursed directly from the fund. This receipt becomes part of the regular program expenses and is accounted for as above. *(If for some reason this is not possible, keep the receipt separately noting on it that it was paid with personal funds for a program expense and bring it back with you. This should only be done in extreme emergencies. Note that you will be reimbursed by any leftover program funds, but if the program is over-budget you are not guaranteed reimbursement.)*

Important Notes to Remember:

1) Alcohol will not be covered by program funds. When ordering alcohol pay separately with your own personal funds (this applies to students as well). If alcohol appears on a receipt, please cross it out and put in the correct amount of the receipt before photographing and emailing the receipt.

2) Although your advance will be reconciled through receipts, you will still be held to a maximum meal allowance. To calculate your meal allowance, multiply total days of program x \$41.00:

Breakfast = \$8.40 (must depart before 6 am to be counted;

Lunch = \$11.00 must depart prior to noon or return after 2pm to be counted

Dinner = \$21.60 must depart prior to 5 pm, return after 8 pm to be counted.

If you have group meals, subtract that meal from your meal per diem. If you are using a vendor and your meals have been covered through the vendor you cannot use per diem.

Upon return:

Within two weeks upon return to the U.S., the faculty member designated as the finance person is required to make an appointment with Diane, Bonnie and Cara to turn in receipts and any unspent money **in U.S. currency**, and to review the program. Items to bring are:

- Receipts in order by category (ie: transportation, meals, accommodations, entrance fees, etc)
- Receipt book (if receipts are written, you **must** have the signature of the vendor)
- State Employees Credit Union statements (close as soon as possible upon return)
- Turn in any remaining leftover money. If you have leftover foreign currency, please convert it to U.S.D. before turning it back in to Diane.
- Do Not Go Over-budget! There are no funds to cover expenses if you go over budget.

Compensation:

In addition to your teaching responsibilities, the university recognizes there are many more responsibilities you undertake before and while abroad. It will be applied to your pay following the month of your return, so please check your stub to be sure it is included.