



Financial Management Agreement for Study Abroad

Valdosta State University

Center for International Programs

ADDRESS 204 Georgia Avenue • Valdosta, GA 31698-0037 • **E-MAIL** studyabroad@valdosta.edu

PHONE 229.333.7410 • **FAX** 229.245.3849 • **WEB** www.valdosta.edu/studyabroad/

1. All program directors must submit an annual Study Abroad program budget for review and approval by their Dean, CIP director and VSU's Chief Business Officer and the Provost.
2. Upon approval, a separate agency account will be created for each program. Recurring programs may use the same agency account provided that all of the previous year's operating revenues and expenses have been fully accounted for.
3. All Study Abroad Agency accounts will be updated weekly and reconciled by CIP/ Study Abroad office on a monthly basis utilizing Marketplace, Excel and PeopleSoft. The reconciliation should provide verification that all revenues and expenditures were recorded on a timely basis to the correct accounts. Program directors may request verification of revenues and expenditures as needed.
4. Prior to travel, all accompanying faculty must document estimated amount of the cost of their travel that will be reimbursed on the Request for Authority to Travel / People Soft electronic form and have the form approved by appropriate officials including CIP management.
5. Utilize Travel Expense Statements to document per diem and other travel expenses (to be reimbursed or to clear a cash advance). All Travel Expense Statements must be reviewed and approved by CIP management.
6. Provide sufficient documentation (original invoices from providers) for all expenditures made via wire transfers.
7. Ensure all education abroad program expenditures are supported with an invoice, receipt or other adequate supporting documentation. Receipts should be generated directly from the vendor and should include an itemized listing of items purchased along with the vendor name and address and the amounts, dates, and times of the purchases. Credit card statements and hand-written explanations are not adequate supporting documentation for expenditures.
8. Utilize a standardized receipt form (see sample in SA Program Director's Guide) for any on-site expenses where a receipt cannot be generated by the vendor. The vendor (recipient) should be required to sign and date the form upon receipt of the funds. In rare circumstances where a written receipt cannot be obtained, a missing receipt form may be submitted. This form requires signatures of two witnesses.
9. Utilize Study Abroad Expense Statement Log (see SA Program Director's Guide) to categorize and track all on-site expenses paid through cash advances or through reimbursement. This log will then be used to reconcile cash advances in accordance with program budgets and will assist OISP management in their review of the reasonableness and appropriateness of the expenditure.
10. Study Abroad Program Directors must provide English translations of all pertinent information on receipts written in a foreign language so as to easily identify/cross-reference with the expense statement log.
11. All program directors must submit a complete reconciliation of all program expenses with receipts within two weeks upon their return. This includes any wire transfers, cash advances or other expenditures associated with the program.

As the Study Abroad program director, I understand my fiscal management responsibilities as outlined above and will do my best to adhere to these policies and procedures.

Name

Study Abroad Program

Signature of Applicant

Date