

# Financial and Administrative Procedures

For short-term study abroad and domestic programs



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### Program Budget

- A budget projection is required prior to any pre-payment or deposit.
- Final program budget must be submitted by **March 18, 2022** (or **January 12** for SB programs)
- International Accounting requires adequate number of students deposits before any pre-payment can be made.

### Airfare and Travel Approval

- CGE will issue a Pre-Approval (PA) in Chrome River for each program before airfare can be purchased.
- Payments for flights cannot be made until CGE has approved the program budget and/or confirmed that the program will run.
- Directors are required to make flight reservations through a travel agent. Directors should contact Lincoln Travel, a local travel agency that handles most of CGE's travel arrangements ([lincolntravel@comcast.net](mailto:lincolntravel@comcast.net)). You may not purchase tickets through an airline directly, or through an online travel service (e.g. Kayak). Once an itinerary for the least expensive round-trip economy class ticket has been selected, CGE will authorize payment on a department credit card.
- Directors can plan to travel 2 to 4 days before the program start date and 2 to 4 days after the program end date (based on the official dates provided on the budget worksheet) for a maximum of 8 days. Housing, meals, local ground transportation may be included on the budget. Use of program funds for future planning, e.g. exploratory travel to a different city with a future program in mind, must be on the budget projection and pre-approved by CGE.
- If making payments for accompanying travel companions, e.g. family members, director should give personal payment authorization to the travel agent.
- Upgrades to economy class tickets, including seating assignments, extra baggage, etc., as well as date changes should be paid with personal funds.
- When adding personal travel, a cost comparison must be submitted. If the amount exceeds the cost for an economy round-trip to the location of the program, the director must reimburse the surcharge.
- CGE cannot guarantee reimbursement for flights paid with personal funds.

## Lodging

- When booking hotel and other housing accommodations, directors should confirm that the nightly rate is less than the maximum allowable lodging, including tax. U.S. State Department rates are available [here](#). Housing charges in excess of the per diem must be reimbursed.
- If the lodging is not a hotel or school, we need to follow the new university policy regarding Alternative Lodging. Here's the link to the Alternative Lodging Request Form: <https://www.jmu.edu/financemanual/procedures/4215.shtml#.340>. Please send the completed form to your **IA contact person** who'll review and submit to Jesse Horneber, Associate Controller. Once approved, we can move forward to wire a payment. Requests for alternative lodging (AirBnB and VRBO) must be submitted for approval prior to making the purchase. The request, along with proper documentation supporting the decision to use alternative accommodations must be submitted within 14 days prior to the purchase/reservation.
- Lodging for accompanying travel companions should be excluded from the budget. If CGE makes advance payments, the portion attributed to travel companions must be reimbursed prior to departure. Documentation of cost comparisons are required to determine the allowable amount: ask for quotes for hotel room or rental charge for one person to compare with costs for additional guest(s).
- Vendor or host contracts or leases should be sent to CGE. Depending on the type of agreement and location of the vendor, CGE will work with Procurement or Finance for approval and payment.
- Since program lodging can be pre-paid by CGE, directors should avoid paying for on-site lodging out of pocket. Reimbursements for this expense are not guaranteed. If the necessity occurs, directors must contact CGE prior to making the payment and obtain an itemized receipt upon payment (receipts must indicate separate charges for each night of stay).

## Program Director Allowance

- Program directors may use the meal allowance budgeted under Director Meals as a meal stipend when they travel, as long as the daily meal allowance does not exceed 40% of the U.S. Department of State meal per diem. This percentage will allow the directors to plan one group meals per week with students and not exceed allowable amounts. With this procedure, directors will sign the meal allowance form rather than keeping each meal receipt.

## On-site Meals

- Meals should be budgeted below the allowable [US State Department per diem rates](#). Charges in excess of the allowable per diems are reimbursable to JMU.
- Itemized receipts are required.
- Cash may be distributed as meal stipends to students, directors, and instructors (not program assistants).

## Pre-departure Orientation/Meal Expenses

- Use of on-campus facilities is strongly encouraged. CGE will help organize pre-departure orientation meetings and post-program re-entry sessions involving food.
- For meals held on campus ONLY Aramark food or pizza is allowed.
- Expenses for non-Aramark food for meetings held on campus will NOT be reimbursed without an attached approval form from catering (pizza delivery is an exception).
- When ordering pizza for delivery, tips must not exceed 15% of the amount before tax and delivery fee and the total expense must be within per diem.
  - o Breakfast \$13 | Lunch \$15 | Dinner \$26
- Off-campus restaurant expenses are subject to reduction based on maximum meal per diem per person and tip in excess of 15% before tax.
- Expenses for off-campus, non-restaurant functions, e.g. a barbecue or brunch at the director's home, are reimbursable with an itemized receipt, up to the allowable per diem rates
- Reimbursement requests should be submitted to CGE (Study Abroad, [studyabroad@jmu.edu](mailto:studyabroad@jmu.edu)) within 2 weeks of the transactions or before pre-departure, whichever comes first. A completed Reimbursement Form is required.

## Supplies/Books/Equipment

- CGE will order supplies, books, and equipment in compliance with standard procurement procedures:
  - o office supplies and equipment for use in teaching and managing administrative tasks
  - o books, field and course supplies for students
  - o Expenses for academic supplies and program theme/"identity" items, e.g. T-shirts, are limited to \$25 per program participant.
- Purchases from leftover funds near the end or after the program must be approved in advance by CGE.
- The 'State-side Purchasing Request' form must be filled out prior to any purchase. If you have supplies to purchase for your program, please submit this form to Boris Escalona at [escalobd@jmu.edu](mailto:escalobd@jmu.edu). Winter programs must be submitted by **November 30, 2021**, submit spring break programs **March 21, 2022** and short-term, summer programs **March 25, 2022**. Stateside out-of-pocket expenses for supplies, books, and equipment are NOT reimbursable. \*Note: Dates may be subject to change for spring break programs.

## Reimbursements

- We understand that things come up during programs that might require you to use your own money for program purchases. It is best to reimburse yourself directly from your program account.
- CGE will not process reimbursements that are less than \$25.
- Reimbursements are not guaranteed.

## Non-Teaching Program Assistants

- Program assistants including non-enrolled undergraduate and graduate students may be compensated for their work. CGE will process hiring through Student Employment or Human Resources and payroll through Payroll Services.
- Non-enrolled program assistants should be prepared to pay for their flights, meals, housing, transportation, admissions and other costs while the program is in session and/or to reimburse JMU for any prepaid group expenses.
- Names, birthdays, and addresses of all program assistants must be submitted to Boris Escalona at [escalobd@jmu.edu](mailto:escalobd@jmu.edu) by **March 25, 2022**.

## CISI Insurance

- Student participants, program directors and instructional faculty, and paid non-teaching program assistants will be enrolled for an emergency medical and travel assistance plan. *This is NOT travel insurance.*
- CISI insurance is valid for 30-day periods, with a 5-day grace period, e.g. the program will cover one month up to 35 days and with CGE pre-approval, an additional month for future program development. CGE will calculate the coverage term(s). Directors may increase their insurance coverage and/or enroll accompanying family members at personal expense.

## International Phone Service

- Program directors can request reimbursement for an international calling plan on an existing account.
- CGE cannot reimburse for lengthy periods of roaming access. Please monitor and limit roaming services.
- Reimbursement for phone charges are considered for program directors only (not for non-teaching program assistants or student participants).
- CGE has a limited number of phones and pocket Wi-Fi devices to loan.