

Iowa State University College of Design International Programs
Faculty-Led Study Abroad Financial Management Guide

Payment Type	Timeline	Description
ISU study abroad event card	<ul style="list-style-type: none"> • Card issuance may take 7-14 business days • Transactions post to the validator's inbox in 1-3 business days • Transactions must be processed within 30 days 	<ul style="list-style-type: none"> • Online application process through AccessPlus, which is initiated by the International Programs Coordinator (IPC) • Credit card used for pre-payments or on-site payments for the entire group, not for only you personally • Cardholder is the only person who can use his/her event card • Alcohol is <u>not</u> an allowable event card expense • Cardholder must retain original receipt and return it to validator within 30 days • Faxed or scanned copy acceptable if program is longer than 30 days; original can be returned to validator after conclusion of study abroad program
International wire transfer	7-14 working days	<ul style="list-style-type: none"> • Invoice from vendor required with itemized description of what is being purchased • If invoice is in a foreign language, faculty member must provide a brief translation of what is being purchased • Invoice must also include wire transfer instructions (bank name, branch address; account name and number; swift code, IBAN)
Cash advance and/or per diem	7-14 working days	<ul style="list-style-type: none"> • Program leaders can request a cash advance for on-site expenses by submitting an estimate of cash expenses to the IPC at least 3 weeks before departure; the cash advance may include a per diem request or be requested only for a per diem • Program leader must sign a statement acknowledging s/he will provide accurate accounting of expenditures and appropriate documentation • Program leader will be issued with a check that can be deposited into his/her personal bank account • Program leader can exchange currency in cash before departure or draw on funds with a debit card from abroad • <u>Cash advance only</u> <ul style="list-style-type: none"> • Receipts required for all expenses; typical expenses include local transportation, lodging, group meals, admission tickets, etc. • All expenses must be allowable and appropriate in accordance with ISU policy (alcohol is <u>not</u> allowable) • If a receipt can't be obtained, the program leader should use a receipt book (available from the IPC) • If a receipt is lost, the program leader must submit a certificate of lost receipt (available from the IPC) • Program leader should submit each receipt with a general or hospitality expense form (available from the IPC) • If receipts are in a foreign language, faculty member should provide a brief translation of what was purchased • Funds that are unaccounted for or unused funds become the personal responsibility of the program leader and will be due to ISU via the program leader's U-bill (as per signed statement) • <u>Per diem only</u> <ul style="list-style-type: none"> • If the per diem is less than \$75/day, the program leader is not required to submit any receipts upon return • The per diem covers the following types of expenses: program leader's breakfast, lunch, dinner, snacks, non-alcoholic beverages, groceries, and tips. Transportation between places of lodging or business and places where meals are taken, laundry, and dry cleaning expenses may be claimed separately. • Program leader must request separate receipts when an expense covered by the per diem is included on a receipt with student expenses; if this is not possible, the program leader must refund ISU for that amount
Personal funds	Reimbursement occurs after program leader has returned to Ames and submits receipts	<ul style="list-style-type: none"> • Receipts required for all expenses • All expenses must be allowable and appropriate in accordance with ISU policy (alcohol is <u>not</u> reimbursable) • If a receipt can't be obtained, the program leader should use a receipt book (available from the IPC) • If a receipt is lost, the program leader must submit a certificate of lost receipt (available from the IPC) • Program leader should submit each receipt with a general or hospitality expense form (available from the IPC) • If receipts are in a foreign language, faculty member should provide a brief translation of what was purchased