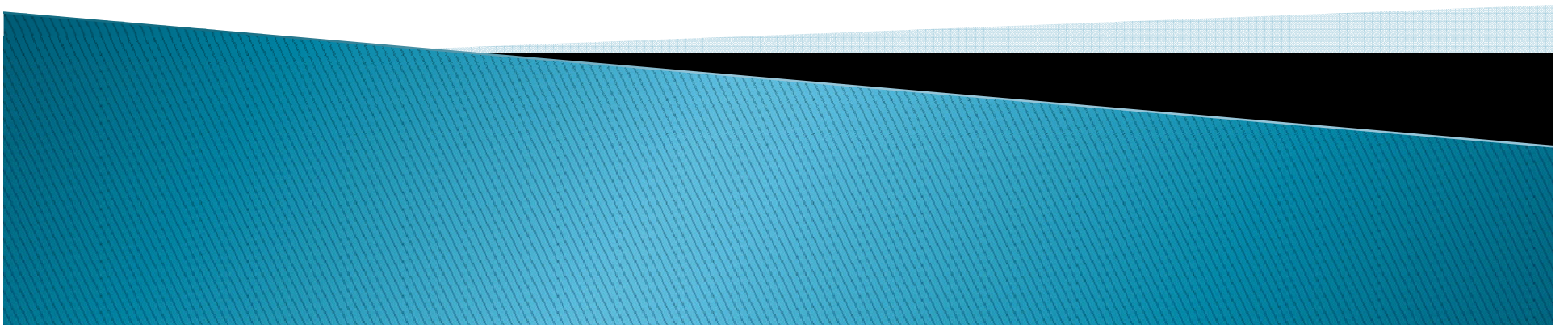


# STUDY ABROAD PROGRAMS

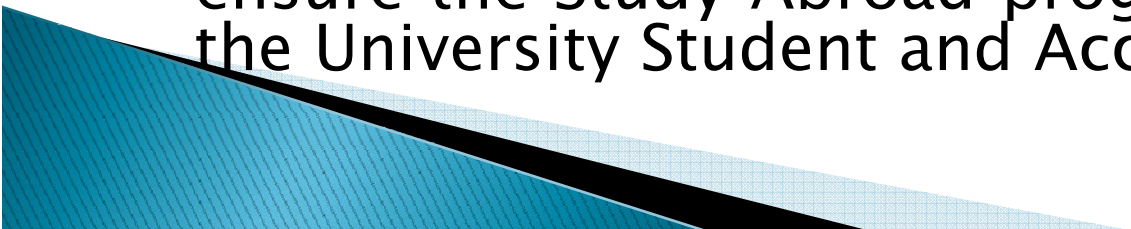


# STUDY ABROAD AGENCY ACCOUNTS

- ▶ Study Abroad Program Fee revenue is assessed and recorded in a Study Abroad Agency Account set up for the specific program.
- ▶ Student specific expenses must be paid from the Study Abroad Agency Account. Typically, the costs are:
  - Travel, lodging, tours, meals, event fees and student supplies.
  - Cost of the Program Director's travel and other non-instructional costs are also included in the program fee assessed.



# ESTABLISHING A STUDY ABROAD AGENCY ACCOUNT

- ▶ The Program Directors are required to establish a new Study Abroad Agency Account every year for each separate Study Abroad program to handle the financial activities. Each year this program will have a new department ID and speedtype associated with the program in Spectrum.
  - ▶ The Study Abroad Agency Account is established upon receipt of the Approval Form received from the Study Abroad Office by the Office of Accounting Services.
  - ▶ The Office of Accounting Services will work with the Program Director and Student Accounts to ensure the Study Abroad program is established in the University Student and Accounting system.
- 

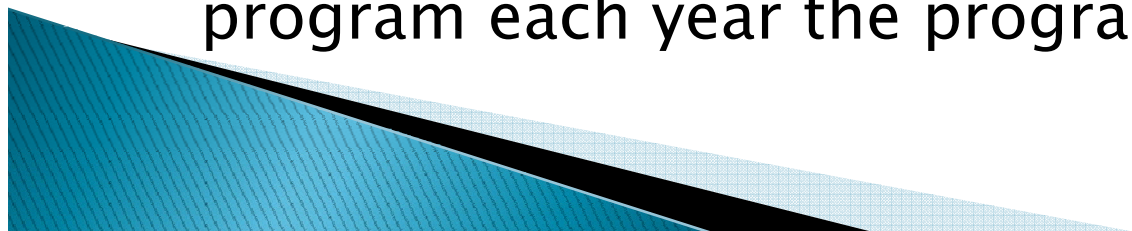
# DURATION OF A STUDY ABROAD AGENCY ACCOUNT

- ▶ A Study Abroad Agency Account may remain open for a total of 18 months from the date the program was approved by the Study Abroad Office to allow for completion of the financial transactions of the program for the involved year.
- ▶ At the end of 18 months, any remaining funds in the Study Abroad Agency Account must be transferred to the program's Study Abroad Agency Account for the following year or they will be moved to the General Fund account. Approval to carry forward funds is the responsibility of the CFO of the respective College or their designee and no more than 20% of the year's program budget can be carried forward.



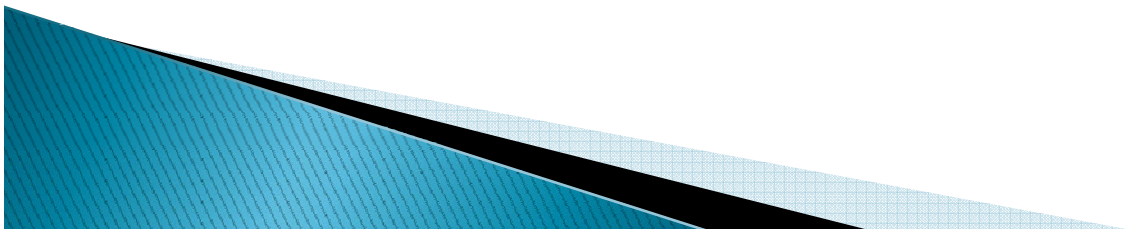
# RESERVE FUND, RECONCILIATION AND AUDITING

- ▶ **Reserve Fund** – An amount not less than 5% or greater than 20% of each program's fees each year should be budgeted as a reserve (contingency) fund in the program's Study Abroad Agency Account. The percent reserved should be determined by the sponsoring department.
- ▶ **Reconciliation of Program Expenses** – Program Directors are required to maintain receipts for all expenses charged to the Study Abroad Agency Account and must be reconciled with the supporting documentation upon conclusion of the program each year the program is offered.



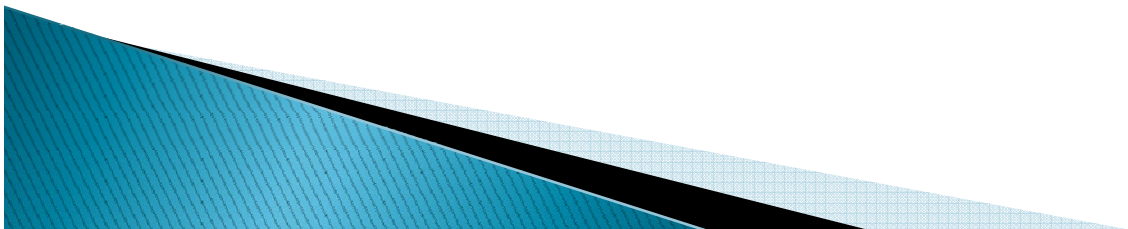
# RESERVE FUND, RECONCILIATION AND AUDITING

- ▶ **Auditing of Program Accounts** – Program revenues and expenditures will be audited at least once every three years by the Institution's Internal Auditors, Board of Regents Internal Auditors, State of Georgia Department of Audits and Account Auditors, or External Auditors.



# GUIDELINES FOR PROGRAM EXPENSES

- ▶ Program Directors are responsible for ensuring proper and appropriate stewardship of their program expenses.
  - Travel and Non-Travel Related Meals – Study Aboard programs are not subject to federal meal per diem rates, but should be reasonable for the location and to avoid appearance of extravagance.
  - Program Director Meals – covered by meal per diem from their prospective Study Abroad Agency Account.

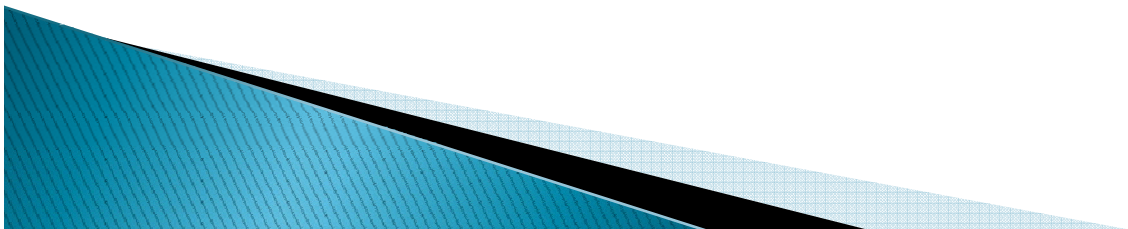




# GUIDELINES FOR PROGRAM EXPENSES

Program Development Meals – Program Directors may pay for meals and beverages in the US and Abroad to plan the program. Receipts, including a list of attendees and a description of the nature of the business conducted, must be turned in to the Business Manager of the Program Director 60 days after return to campus.

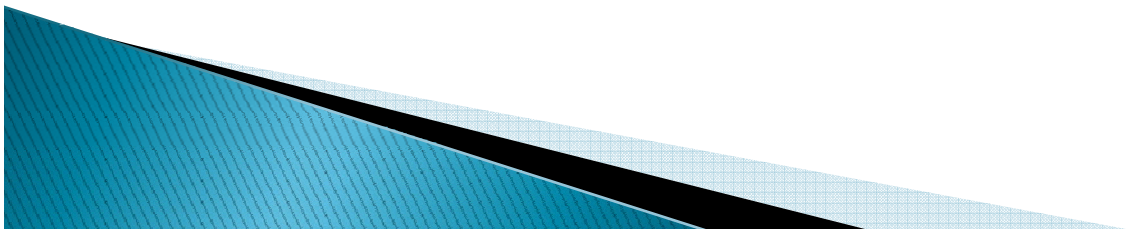
- Program Participant Meals – Program Directors may pay for meals and beverages for all program participants (students and visiting faculty) while abroad. Receipts, including a list of attendees and a description of the purpose of the meal, must be turned in to the Business Manager of the Program Director's 60 days after return to campus.





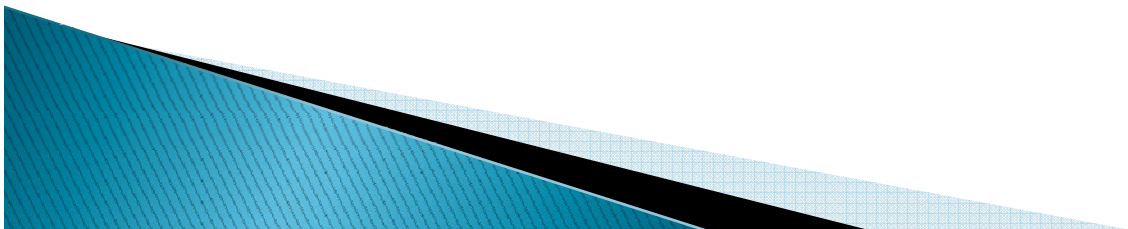
# GUIDELINES FOR PROGRAM EXPENSES

- ▶ Hotels and Lodging – Program Directors lodging per diems are paid from the program’s Study Abroad Agency Account funds.
- ▶ Acquiring Goods and Services Abroad – Whenever a Program Director is able to arrange for a service in advance of the program, he or she should do so.



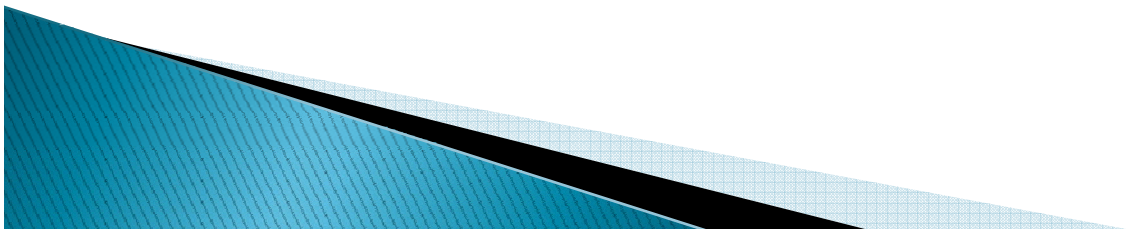
# GUIDELINES FOR PROGRAM EXPENSES

- ▶ Whenever possible, payments of goods and services abroad should be paid directly to the vendor from the appropriate Study Abroad Agency Account. In situations where payments must be rendered at the time they are acquired, Program Directors may use the following methods to make payments while abroad:
  - Corporate Card
  - Bank account in foreign country (BPM, Section 9.1)



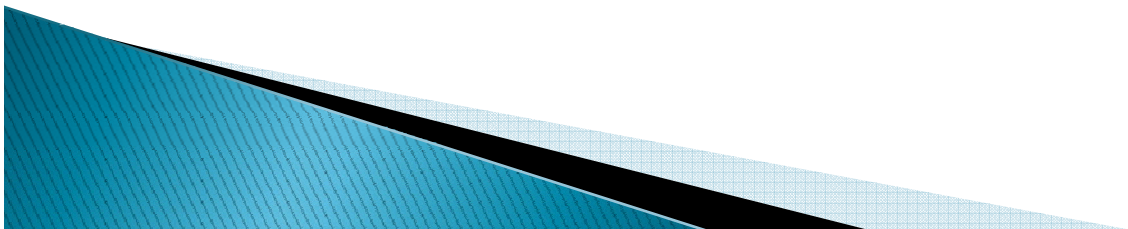
# GUIDELINES FOR STUDY ABROAD PROGRAM EXPENSES

- Procurement Card (P-Card) – The P-Card for Study Abroad Agency Accounts may be used for student food, lodging and travel; entrance fees to educational venues; operating expenses and supplies; fuel for rental vehicles; and emergency situations.
- Check Request
- ATM card
- Stored Value Card
- Traveler's Check
- Cash Advance/Petty Cash Advance to a Program Director
  - [Click here for a copy of the cash advance agreement](#)
- Direct payment by a Program Director from personal funds, with a reimbursement request to follow



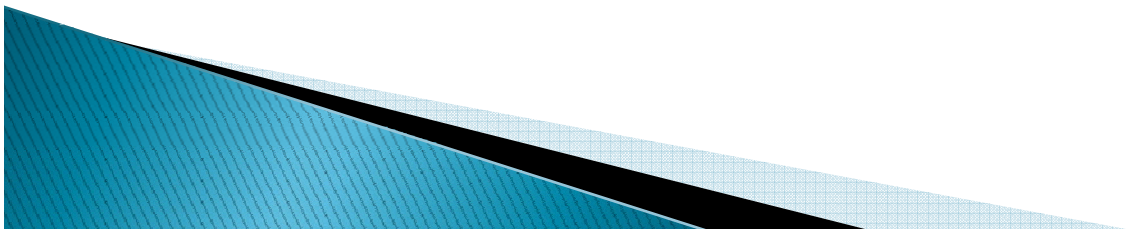
# AGENCY FUND ACCOUNTING PRINCIPLES

- ▶ All Agency Fund transactions whether deposits or disbursements should be charged to account number 241100.
- ▶ Account number 241100 and 241110 (reportable expenses) are restricted to Fund Code 60.
- ▶ Study Abroad Agency Accounts should not carry a deficit balance.



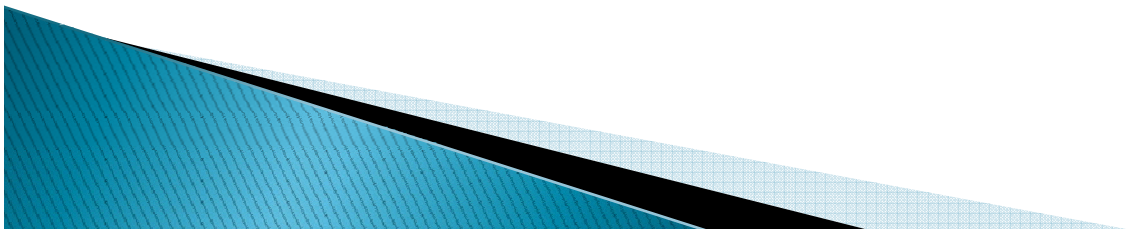
# AGENCY FUND ACCOUNTING PRINCIPLES

- ▶ Payroll expenses are not allowable from an Agency Fund account.
- ▶ Equipment that meets the capitalization threshold (\$5,000 or greater) is not allowed from an Agency Fund account.



# SPECTRUM REPORTS

- ▶ A Spectrum General Ledger Activity (AP) Report can be used to check the activity and account balance for an Agency Fund account. This report displays check number, vendor name, voucher description and voucher ID, if there is an AP Journal shown.
  - [Click for instructions to run report](#)



# CONTACTS

If you have any questions concerning running a report, setting up Study Abroad Agency Account please contact:

## Office of Accounting Services

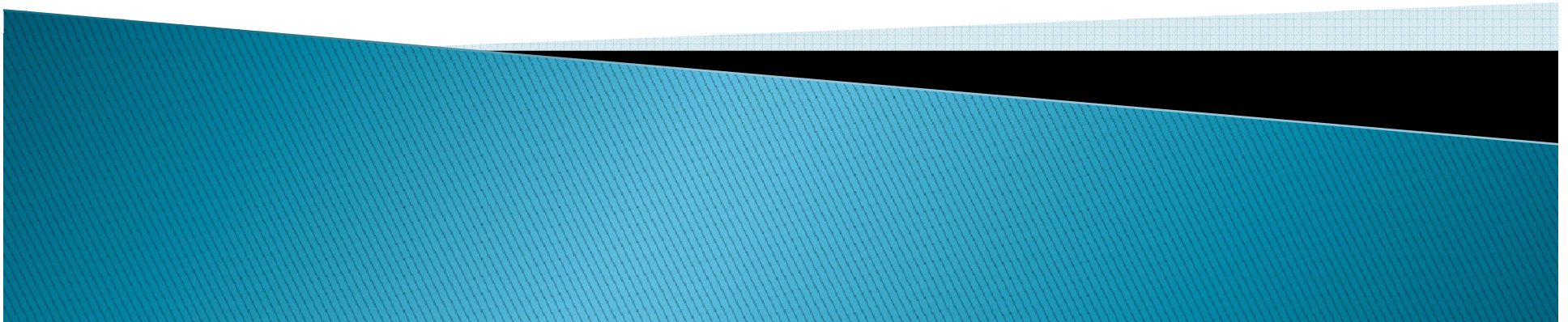
Taniesha Maxwell

75 Piedmont Avenue, Suite 1200

Phone (404) 413-3073

Fax (404) 413-3075

[tmaxwell@gsu.edu](mailto:tmaxwell@gsu.edu)





# CONTACTS

If you have any questions concerning the Study  
Abroad Approval process, please contact:

## Office of Study Abroad Programs

Laura Boudon

Phone (404) 413-2534

[lboudon@gsu.edu](mailto:lboudon@gsu.edu)

Farrah Bernardino

Phone (404) 413-2527

[farrahb@gsu.edu](mailto:farrahb@gsu.edu)

Fax (404) 413-2531

