

## Limited Service Program Business/Accounting

Program Requests, account, and detail code assignments:

Your business office is responsible for creating the program fee account and COMPASS detail code for your study abroad program. In addition, all business-related activities including, but not limited to setting up the program budget, contracts, A/P, A/R, travel, working fund, and reconciliation of these program accounts.

1. Once a faculty-led proposal is approved by the college and Education Abroad, the latter will submit an *Authorization to Collect Study Abroad Program Fees* to the President Office. Your business office liaison can obtain a copy of the **approved fee memo** by contacting Donna Lovell (contact info, bottom of page).
2. Your business office will submit a **Request for New Account** <https://fmo.tamu.edu/media/66229/new-famis-account.pdf> via e-mail to [new-accounts@tamu.edu](mailto:new-accounts@tamu.edu). The fee memo provided by Education Abroad will need to be submitted with the request.
3. Once the program account has been created, a **Detail Request Form**: <http://sbs.tamu.edu/media/26921/Detail-Code-Request-Form.pdf> will need to be completed and submitted to Student Business Services via **Sharepoint** at the following link: <https://financeits.tamu.edu/media/networkaccess.pdf>
4. Prepayment to a foreign vendor requires an approved contract (International Service Provider contract). Current ISP contracts can be verified at <https://tamu.moveonca.com/publisher/1/eng>. A list of customized education abroad program providers is available from Education Abroad and will be included in the EA Proposal Portal and shared with college liaisons. Colleges or departments managing the logistics and finances of their program (Limited service faculty led, field trips) will initiate new ISPs with the contracts office.
5. The faculty and/or business office need to design a detailed **program budget** that will encompass most expenses and provide a calculation of the total cost per student. The template should include a section for pre-departure expenses as well as on-site expenses for which the program leader will be responsible. Please see the following section for additional best practice information related and methods used for faculty meal expenses and on-site working fund. For a budget template sample, please contact Donna. Note that one will soon appear on the Education Abroad website.
6. Reduction of working funds: The use of a provider to secure logistics allows for prepayment of a large portion of the program expenses. With this in mind, the working fund expenses (on-site) should amount to 15% or less of the total program budget. Tips, occasional entrance fees, some group meals are examples of working fund expenses.
7. Per TAMU policy, accounts are reconciled within 30 days of each month end. Once the program has ended, all expenses have been processed, and the final account reconciliation has been completed, any residual amount remaining is refunded to the students equally.
8. It is advised that your business office and the faculty leader create a **withdrawal policy** explaining the financial penalties involved if a student removes his/her participation after commitment to the program. Such information should be provided to the students before charging fees. For a sample of a withdrawal policy, you can contact the Education Abroad advisor assigned to your program.
9. Your business office will **post fees** to the students' COMPASS accounts to collect the revenue that supports the program. You should discuss the posting timeline with your business liaison ahead of time and share that

information with students before charging their accounts. You may wish to refer to SBS' schedule for posting, due dates, and blackout dates.

10. All limited service programs will be charged an **administrative fee of \$200/student** for Education Abroad services. This fee will be assessed by payment through IDT from your department or college.
11. The Education Abroad advisor will enroll students and program leaders in the **International insurance CISI**. The invoice will be sent to your business office for direct payment. For budget purposes, note that the cost is \$1.39/day/person while abroad. If faculty dependents will travel with the group, they must enroll in CISI. Contact Education Abroad to obtain self enrollment access which can be activated upon insuring faculty. Dependents will pay directly through the CISI portal.
12. Per the Education Abroad Dependent Policy, no cost for a faculty dependent can be included in any of the program's expenses. Arrangements and direct payment to vendors or the provider should be made by the faculty if a dependent is accompanying the group.

### Pre-departure & Working Fund

1. The Program Advisor/business liaison should communicate instructions to programs leaders/assistants to complete the Concur pre-trip authorization request and set up arranger and expense delegates.
2. Faculty financial meetings are held approximately 30 days before the departure date in order to establish the amount of funding needs for approved on-site program and program leader travel expenses. Working fund guidelines are discussed in order to communicate policy and documentation requirements. Dart cards and necessary forms should be distributed at this time. **NOTE:** *The AABS-Education Abroad Working Fund Guidelines distributed with this document can be used for communicating guidelines.*
3. The DART Card <https://fmo.tamu.edu/media/1602335/dart-card-application.pdf> is the method for which the program leader should receive funding for travel and on-site program expenses. Citibank takes care of obtaining the foreign tax forms from the vendor for Texas A&M with the exception of ATM cash withdrawals. Any expense paid with the cash from the ATM cash withdrawal requires the W8-BEN or the W8-BEN-E to be submitted along with the receipt. **NOTE:** *Program leaders can use a meal log to record all in travel status meals in lieu of submitting the required foreign vendor tax form if they are using cash from withdrawal, or issued a travel advance <https://fmo.tamu.edu/media/64726/travel-advance.pdf>.*
4. It is advised to send a follow up email to program leaders to confirm the financial details, below is a template AABS uses along with attachments of the working fund log, meal log, and AABS-Education Abroad Working Fund Guidelines:

Greetings Dr. XXXXXXX!

*The travel advance for the amount of \$XXXX has been processed and the DART card has been loaded with \$XXXX for the education abroad program expenses. Please remember to:*

- *Document all expenses on the attached working fund log (or something similar)*
- *Keep all receipts for authorized program expenses*
- *Receipts are not required for faculty individual meals within the GSA limit, complete the attached meal log each day for these type of meals*

- *Submit receipts & documentation within 14 days of the program end date*

**Working Fund expense reconciliation**

1. Program leaders should submit all receipts, expense and meal logs to the business liaison processing the expense report within 14 days of the program end date.
2. The expenses are processed and reconciled to DART card charges and cash advance via Concur expense report.

***If you have any questions or need additional information related to the business/accounting for education abroad programs, please contact Donna Lovell @ [donna01@tamu.edu](mailto:donna01@tamu.edu)***