

International Faculty-Led Trip

Budget Considerations

- ALL expenses associated with the trip (**including all chaperone expenses**) need to be assumed by the students or the sponsoring department. While the International Relations Office will assist with making travel arrangements, etc. and can provide up-front payments as needed, we will not assume any financial responsibility for the trip.
- All students will be charged a Study Abroad Fee by our office. If less than one month, the amount will be \$100.
- All students and chaperones will be required to purchase CISI insurance while abroad. This cost is \$50 per month (or any portion of a month) and needs to be included in budget.
- If a spouse or guest will be going on the trip, all expenses for that person need to be handled separate from the group. This includes meals, airfare, tours, excursions, etc. The only exception to this is CISI, which is required for ALL travelers, and can be purchased through International Relations (with the rest of the group) and then reimbursed by the guest.
- Any guest attending must pay their expenses at least 1 month prior to departure. You would complete an on-campus deposit form on MyNU and bring a check payable to “Niagara University” to Student Accounts for processing. The GL account would be 11-1-10030-62860.
- All guests must be at least 18 years old at the time of the trip.
- When creating the budget, please “cushion” estimated expenses slightly to ensure that the students are charged enough to cover all expenses, included anything unexpected than could pop up.
- If there is a large surplus of funds (more than \$500) collected through students after all trip expenses are covered the Brennan Center will do one budget transfer to sponsoring department.
- If there is a deficit, the sponsoring department agrees to transfer the difference to the Brennan Center.
- Student Accounts charges the students based on the budget you create and the funds collected are allocated to the International Relations Office.
- All trips should have a course associated to it. If there is no course with credit associated to it, there is no financial aid that can be offered to the students.
- All payments are made by ACH transfer, or wire payments for international payments. Be sure each invoice includes the Account Holder Name, Bank Name/Address, Account Number, Swift Code, Sort Code or IFSC Code, and Date to be Paid by. We do not make credit card or check payments. All

payments will be submitted within 3 business days of receipt. Please allow at least 3 weeks for payment to be processed.

- Submit all expenses for reimbursement prior to departure, especially if your trip straddles two fiscal years. There is a maximum of 2 receipt reimbursements prior to departure. When you return, submit all remaining expenses in one batch. Your reimbursement will be submitted within 3 business days of receipt, but we cannot guarantee a date that you will receive the reimbursement check after the documentation has been submitted.
- When submitting for reimbursement, include the receipt and your credit card statement. We need both to properly reimburse you, especially for international conversion rates.
- All large payments must be made with Credit Card, unless explicit approval is given by the Office of International Relations.
- If your trip is making flight reservations, they must be made through the university with assistance from the Office of International Relations, even if you are not using one of the preferred travel agents.
- If you have lost a receipt, include the credit card statement. If you have cash gratuities, include the date, amount, and the description for each item.
- Faculty travelers should collect the daily meal per diem (\$40USD per day) for their time abroad and should submit a request for this amount prior to departure with a Travel Authorization form. This is preferable to submitting individual meal receipts.
- We do not offer cash advances for trips.
- Faculty traveler **personal** expenses must be paid on his or her own. This includes (but is not limited to) prescriptions, souvenirs, individual excursions or trip extensions, flight upgrades, etc.)

I have read and agree to abide by the budgetary considerations listed above.

Trip Coordinator/ Chaperone Signature and Date

Print Name