MAPS: Marauders Abroad Programs
Program Leader Financial Guide

Updated as of 10/5/2021

PROGRAM BUDGETS AND PAYMENT PLANS

The Office of International Programs & Services (IPS) is the financial manager of all MAPS programs’ cost centers. IPS will review and approve the program budget and payment plan during the MAPS proposal review process, will work with Program Leaders (PL) to make program deposits or payments, and to ensure all Millersville University policies and regulations are being followed.

Program Leaders (PL) are responsible for ensuring the program costs outlined in the program budget and the program payment plan are sufficient to cover all expenses incurred. They are responsible for ensuring that program costs are not excessive or insufficient and that program deficits and surpluses are within reasonable margins.

Program Reserve: Exchange rates as well as currency trends and fluctuations are key factors when budgeting for an international program, months in advance. To cover unexpected charges, IPS requires a 3% program reserve to be added to the Estimated Total, before the cost per participant is calculated. Program Leaders may reasonably increase the reserve % as-needed.

Budget Surplus: Additional program money left over at the end of a program will be moved to a MAPS Overflow account managed by IPS. Millersville University does not intend to profit from MU student participants. The money moved to this account will serve to assist Program Leaders and future programs.

Budget Deficits: Outstanding payments or program deficits are the responsibility of the Program Leader(s). IPS may be able to assist Program Leaders in making up small financial shortfalls – if funds are available in the MAPS Overflow account. Should a Program Leader spend significantly over their approved budget, IPS will meet with the Program Leader and their Department Chair or Dean to discuss how to make up the difference.

Program Leader Costs: The program budget can be constructed so that participant contributions via the program charge, may fund all or part of the Program Leader(s)’ expenses. PL expenses for the following categories are covered: airfare, in-country travel, double or single room accommodations, transportation to/from U.S. point of departure, meals, access to international cell data/ Wi-Fi for emergency communication, admission to events/tours/excursions, immigration fees such as passport, visa or entry/visitor fees, and other program-related expenses. Note: Vaccinations and health-related testing can be reimbursed through the program charge when the program itinerary includes a country/region/or city which lists them as specific entry requirements.

Number of Participants: It is important for Program Leader(s) to choose an achievable number of students when creating the program budget. Establishing a reasonable per-participant fee will assist with recruitment and marketing and will allow PLs to budget more accurately. Alternative financial plans should be put in place for the possibility that the target number is not reached or
if it is greatly exceeded. This will help reduce the risk of program cancellation.

If the minimum number of participants needed to make the program run has not been met by the program application deadline, deadlines can be extended for marketing and recruitment. Should the issue persist, at an appropriate point the Program Leader will need to determine if they can financially continue to offer the program without the minimum number of participants. Additionally, if the program is tied to an academic class the Program Leader must request approval from their Dean to permit the class to continue without the required number of students.

**Individual vs. Group Costs:** Wherever possible, budget items as per-participant costs rather than a lump sum with minimum participants. Your budget can then be easily adjusted as the number of students fluctuate.

**Changes to Program Fee:** Any increase to the participants’ costs or their out-of-pocket expenses after the application has been opened, risks an increase in application withdrawals and possible program cancellation. Changes should not significantly increase the cost of the program nor reduce the quality of the program for participants. **NOTE:** In the event the cost of the program changes, Program Leader(s) must submit a revised budget worksheet and payment plan to IPS at Education.Abroad@millersville.edu so that the program brochure page can be updated and applicants can be informed.

**Exchange Rate(s):** Enter a conservative estimate for exchange rates to allow yourself a buffer in the event of significant rate fluctuations. High-travel months tend to be when exchange rates can change drastically.

**Meal Expenses:** As a general principle, group meals in the budget should cover the Program Leader(s) and participants. Individual meals for the Program Leader(s) should be included in the Program Leaders’ expenses and will be reimbursed through the participants’ program charge. Individual participant meals should be paid for out-of-pocket by the participants. Estimates for out-of-pocket expenses should be noted on the program budget worksheet.

**VENDORS AND CONTRACTS**

**Contact Information:** If Program Leaders are utilizing the services of a travel or study abroad vendor, they need to provide IPS with a direct contact. Email the following information to Education.Abroad@millersville.edu

- Vendor Name
- Vendor Address
- Contact Name (First and Last)
- Contact Email Address
- Contact Phone Number

IPS will complete a Request for Vendor ID and work with the vendor to complete any tax forms such as a W8 (International vendor) or a W9 (U.S. vendor) form, which is required for Millersville to pay invoices. [https://www.millersville.edu/accounting/accountingforms.php](https://www.millersville.edu/accounting/accountingforms.php)
**Vendor Contracts:** Program Leaders are not allowed to sign contracts or agreements related to their MAPS program. For vendors requiring a contract, email a copy of the agreement/contract to Education.Abroad@millersville.edu.

IPS will file a copy and submit the contract for review to Purchasing and Campus Services. The contract will be reviewed and signed by Millersville's Procurement Manager. This process takes about 2 weeks but may take longer during high volume times throughout the year. Start this review as soon as possible.

PLs should familiarize themselves with the following section for all contracts:
- Cancellation and withdrawal policies
- Refund policies
- Requirements or obligations for participant numbers

**COST CENTER CREATION**

Upon approval of the MAPS program, IPS will contact the Accounting and Budget Office to create a unique cost center for the trip. All participant payments and trip expenses will be posted to this account. The cost center will be specific to each MAPS program and term. Recurring MAPS programs will not be allowed to roll over their existing account to a new year, but a deferred program which has not yet started receiving payments may do so. Following the completion of the program, IPS will close the account.

**PAYMENT COLLECTION**

IPS will collect all payments from participants and deposit the funds into the appropriate cost centers. IPS will additionally track applicants’ payment progress and update Program Leaders around each payment deadline.

IPS accepts checks, money orders, or cash (though not recommended). All payments via check should be made out to Millersville University. Detailed payment instructions are also provided to participants on the virtual program brochure. Payments can be submitted in person on the first floor of Lyle Hall or mailed to the following address:

International Programs and Services  
Lyle Hall, First Floor  
40 Dilworth Rd.  
Millersville, PA 17551

Payments should **NOT** be submitted or mailed to the Office of Student Accounts.

**OPTIONS FOR MAKING PAYMENTS**

**Pre-Departure Payments:** Program Leader(s) can make payments can make deposits and bookings in the following ways:

1. **Submit an invoice to IPS.** Email the invoice to Cindy Rodriguez Cindy.Rodriguez@millersville.edu and cc Christina Kinney
Christina.Kinney@millersville.edu. IPS will complete a purchase request and Direct Payment Form to pay qualifying invoices to vendors out of the program’s cost center. This option is good for making large lump sum payments, but it can take several weeks for payment to be disbursed. Be sure to notify the vendor of this timeline. The following vendor information is required by IPS to make a payment via an invoice:

a. Vendor Name
b. Vendor Address
c. Contact Name (First and Last)
d. Contact Email Address
e. Contact Phone Number

**NOTE:** IPS will process payments within 72 business hours of receipt/notice of a bill. MU’s Accounts Payable pays invoices within (30) days of receipt of a bill. Be sure to consider invoice deadlines when submitting the invoice to IPS.

2. **Request IPS make an online payment with IPS’ Purchase Card.** Email Cindy Rodriguez Cindy.Rodriguez@millersville.edu and cc Christina Kinney Christina.Kinney@millersville.edu with a link to an online payment portal, invoice (which allows for credit card payment) or online bill. IPS will pay the cost using the IPS purchase card and will reconcile the charges to the specific program’s cost center during monthly reconciliation.

**NOTE:** IPS will process payments within 72 business hours of receipt/notice of a bill. Be sure to consider credit card fees when considering this method of payment.

3. **Make a payment with your University Purchase Card.** If you have your own purchase card through your academic department, use the card to pay the online bill and charge it to the program’s cost center when you reconcile your charges.

**Notes for University Card usage:**

**Purchase Card**

- International Use Prep: The Program Leader(s) must contact Purchasing and Campus Services immediately before the trip so the credit card Merchant Category Codes (MCC) can be opened for international travel.
- There is a $1,000 single transaction limit and a $3,000 monthly transaction limit. Purchasing can override the limits for 24 hours for an exact purchase amount or can override the limits for a month up to an approved higher limit.
- Splitting a large order into multiple transactions, each less than a threshold, is not permitted. If a total charge is above $21,000 additional permissions may be required.
- The $1,000 limit includes ALL fees (shipping, handling, or set-up).
- Orders over $1,000 must be approved by Purchasing and Campus Services. The Program Leader can contact Purchasing and Campus Services before making payments via credit card, so that credit card transaction limits can be raised for larger deposits and bookings.

4. **Make a payment with your personal credit card.** Program Leaders can NOT be reimbursed for non-travel related expenses put on their personal credit card.
Travel-related expenses can be reimbursed through the Travel Request/Expense Voucher process (refer to that section below). Review the Travel management information to determine what is considered a travel related expense.

Millersville University and IPS do not recommend using personal credit/debit cards to make program deposits or payments. IPS cannot guarantee that you will be appropriately refunded or reimbursed during instances of extenuating circumstances.

**While Abroad Payments:** Program Leader(s) can make payments while abroad in the following ways:

1. **University Travel Card and/or Personal Credit Card:** Faculty and staff are eligible for university travel cards to charge expenses while they are abroad. Program Leader(s) are responsible for adhering to all guidelines and policies set in place. Travel cards can be used for minimal charges pre-planned in the program budget and for emergency purposes while abroad.

   Travel card expenses are paid by the traveler. It is the Program Leader’s responsibility to pay and submit reimbursement of expenses upon their return. Detailed information is located on the [Travel Information website](#).

**Notes for Travel Card usage:**

- **International Fees:** The contract with Bank of American includes international fees when the vendor or business is an international vendor. These fees are between 1-4%.

**General Notes:**

- **Receipt Tracking:** Program Leader(s) are responsible for obtaining receipts for all expenses incurred both prior to the trip and while traveling. These receipts must be attached to your credit card statements.

**TRAVEL REQUEST PROCESS**

**Travel Request – Prior to Departure:** Program Leader(s) and Secondary Leader(s), including non-Millersville employees, are responsible for completing a [Travel Request Form](#) individually. The form is essential for covering employees and volunteers in the event of a worker’s compensation incident as well as reimbursing certain costs.

- Faculty and staff can complete the Travel Request Form through their Employee Self-Service account. Non-Millersville Program Leaders will need to complete the paper form.
- Travel Request Forms should use the cost center assigned to the specific MAPS program unless other arrangements have been made with a department/college to cover your travel costs. If using the MAPS cost center, the TR will be submitted to the Office of International Programs & Services for approval.
- It is important to know that TRs *encumber money in the assigned cost center*, so it is recommended not to complete the TR immediately. If you complete a TR too early, you will be encumbering funds you will need to make vendor payments and program
deposits. TRs must be completed five business days before the trip, however, **IPS recommends that TRs are completed about one month prior to departure.**

- Money on the TR must match costs provided on the approved MAPS proposal budget worksheet. Per diems, mileage, and gratuities must be included on the proposal budget worksheet to be eligible for reimbursement. The TR should only include costs that need to be reimbursed to the Program Leader directly: Such as per diem for meals – when not included in group meals, mileage, and gratuities.

**Travel Expense Voucher – Upon Return:** Program Leader(s) are responsible for completing a **Travel Expense Voucher** upon return from the trip. Refer to the Travel Expense Regulations policy and website resources for detailed descriptions of what is and is not eligible for reimbursement.

  - The voucher must be accompanied by itemized receipts. When traveling with other employees, travelers must obtain and submit separate itemized receipts.
  - For receipts in a foreign language: Write on the receipt what it was for.
  - For receipts in a foreign currency: Mark on the receipt what the exchange rate was that day.
  - When a receipt cannot be obtained for an approved travel-related expense, a Program Leader may utilize a receipt book to capture the expense and related details. It must be documented that it was the only receipt that was available. Accounting and Budget will review the receipt for reimbursement eligibility. (Ex. Using a rikshaw for transportation).
  - Faculty and staff complete the Travel Expense Voucher through their Employee Self-Service account.
  - Must be submitted within 90 days of the last day of travel to be eligible for reimbursement.

**SUMMARY TO-DO LIST: UPON PROGRAM LEADER’S RETURN**

1. **Complete a Travel Expense Voucher** through Employee Self Service within 90 days.

2. **Post-Trip MU Credit Card / Travel Card Updates:** The Program Leader(s) should contact the Purchasing Office after the trip so their credit/travel card limits and MCC codes can be lowered and changed until the next trip.

3. **Confirm with IPS that all vendors have been paid:**
   i. **In the case of budget deficits,** IPS will work with the Program Leader(s) to create a plan for reimbursing the account. PLs should seek assistance from their department or college.
   ii. **In the case of budget surplus,** IPS will move excess money to the MAPS Overflow account.

4. **Closing the Cost Center:** When you return from the trip and confirm that all outstanding payments have been made, IPS will clear and close the program’s cost center.