MAPS: MILLERSVILLE ABROAD PROGRAMS

PROGRAM LEADER GUIDE
EDUCATION ABROAD TEAM

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*Oversees the campus risk protocols and emergency response for international travel. Financial Manager of MAPS cost/fund centers. Manages the overall MAPS proposal review and approval process.*

Ms. Dawn Wharram  
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*Advises all study abroad participants and monitors/assists students in completing paperwork from application through re-entry.*

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*Works directly with students to answer application/paperwork questions. May provide Program Leaders (upon request) updates regarding application numbers, applicants’ paperwork progress, and applicants’ payments.*

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*Assists in participant deposits, program-related purchases, refunds, and reimbursements.*

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*Leads the Comprehensive Internationalization Advisory Board.*
EDUCATION ABROAD CONTACT INFORMATION

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Millersville, PA, USA 17551

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Main Office Phone Number: 717-871-7506
Education Abroad Email: Education.Abroad@Millersville.edu
Emergency Phone: 717-680-7357
Emergency App: WhatsApp

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NOTE: This document is updated regularly as policies and procedures across campus offices change or IPS learns new information.
Updated as of 11/14/2022
FINANCIAL MANAGEMENT AND FUND CENTER CREATION

The Office of International Programs & Services (IPS) is the financial manager of all MAPS programs’ cost/fund centers (Unless it is a trip led by Millersville Athletics which needs to adhere to NCAA regulations).

IPS will review and approve the program budget and payment plan during the MAPS proposal review process. Note: When a Program Leader secures outside funding or grants for a program, the Program Leaders Department and/or College will also review and approve the program budget.

IPS will be the liaison with campus offices to ensure all Millersville University policies and regulations are being adhered to.

Below is a simplified list of financial steps that occur once a MAPS proposal is approved: These are expanded upon in more detail in the following sections.

Pre-Departure
1. IPS prepares and enables the program brochure with a cost sheet and payment schedule.
2. IPS requests a new fund center.
3. IPS notifies the Program Leader(s) of the new fund center.
4. Payments are automatically deposited into the fund center via the online Storefront. (Updated)
5. Program Leader(s) may request a PCard or TCard if they do not have one.
6. Program Leaders(s) should contact the Purchasing Office to request that their card PCard/TCard limits and MCC codes can be updated for the trip.
7. Program Leader(s) or designee make pre-trip payments with a PCard or TCard.
8. Program Leader(s) complete a Travel Request in their ESS account.

While Abroad
1. Program Leader(s) tracks/monitors all expenses and collects receipts.
2. Program Leader(s) make any on-site payments with a PCard or TCard.

Upon Return
1. Program Leader(s) or designee pay all outstanding invoices.
2. Program Leader(s) should confirm with IPS if any participant needs a full or partial refund, including previously withdrawn participants.
3. Program Leader(s) submit a Travel Expense Report through their ESS within 90 days.
4. Program Leaders(s) should contact the Purchasing Office after the trip so their card PCard/TCard limits and MCC codes can be reverted back until the next trip.
5. IPS completes a financial review of the fund center and processes any surplus or deficit.
6. IPS provides the Program Leader(s) a MAPS Fund Center Receipt for their records.

MAPS Fund Center Management
When a MAPS Program or Expedited Proposal is approved, IPS will contact the Accounting and Budget Office to create a unique fund center for the trip. The fund center will be specific to each MAPS program and term. IPS will be the financial managers of the account. IPS will notify PLs of the fund center information once received by Accounting and Budget. All participant payments will be deposited to this
account. All program expenses should be posted to this account, including Travel Requests in ESS. After the trip, grants and other financial support will be credited to the account, all final bills and/or refunds will be made, then IPS will close the fund center.

**NOTE:** Recurring MAPS programs will not be permitted to roll over existing accounts to a new year. However, a deferred program which has not yet started receiving payments will be permitted to do so.

**NOTE:** It may not be recommended for external funding such as grants or department funds to be deposited or transferred to the assigned MAPS fund center prior to the trip. These funds may be required to remain under your, or your department/college’s financial management until the post-trip financial review. If a portion of the grant is meant to offset some expenses, PLs can transfer a specific amount of funds to the trip’s fund center. Discuss with IPS to make a plan and if you have any questions/concerns.

**MAPS PROGRAM BUDGETS AND FINANCIAL PLANNING**

**Program Leader Responsibilities:**
Program Leaders (PL) are responsible for ensuring all program-related costs are listed on the program budget that PLs submit as part of their MAPS Proposal or Expedited Proposal. PLs are responsible for ensuring the program charge and payment plan for participants is sufficient to cover all program expenses, unless additional funding sources are available and known at the time of proposal. (If included on the proposal, a description of how additional funding sources will be used should be included.) PLs are responsible for ensuring that program costs are not excessive or insufficient, and that program surpluses and deficits are within reasonable margins. PLs are ultimately responsible for securing funding to make all outstanding payments and clear program deficits.

**Program Reserve:** *(Updated)*
Exchange rates, currency trends, and fluctuations in the market are key factors when budgeting for an international program, months in advance. Additionally, the Millersville online marketplace requires the hosting office/program to pay the 2.85% average transaction fee for each payment. To cover unexpected charges, IPS requires a minimum 4% program reserve to be added to the Estimated Total, before the cost per participant is calculated. Program Leaders may reasonably increase the reserve % if they anticipate a large fluctuation.

**MAPS Fund Center Receipt:**
At the end of a trip, IPS will provided a MAPS Fund Center Receipt listing account information. The information will notify PLs if there was a surplus or deficit, list the amount that was earmarked for their future use (if applicable), list the amount of Program Reserve left (if applicable), and provide any important notes or comments. This receipt will be on file with IPS. PLs should keep this receipt for their records.

When starting a new MAPS Proposal, a pattern of budget deficits will be considered during the approval process. PLs may also apply earmarked funds to the new program during the proposal process. At any time PLs may gift earmarked funds to another Program Leader or Proposal (in the case of retirement or just general generosity).
Example of a MAPS Fund Center Receipt:

<table>
<thead>
<tr>
<th>Program Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance of the MAPS program fund center: $ (885.77)</td>
</tr>
<tr>
<td>Program reserve on the original budget: $ 846.90</td>
</tr>
<tr>
<td>Notes: The program reserve was insufficient to cover the total program deficit.</td>
</tr>
<tr>
<td>Amount Moved to MAPS Overflow for Reserve</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Surplus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes:</td>
</tr>
<tr>
<td>Amount Moved to MAPS Overflow for Future Use</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Deficit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes: Unexpected total of $655 for luggage in the departure and return flights. The program was $1,732.67 over budget (based on program reserve and current balance).</td>
</tr>
<tr>
<td>Amount IPS Can Contribute from MAPS Overflow</td>
</tr>
</tbody>
</table>

**Budget Surplus:**
After all fees, charges, and bills are paid for the program, and all Travel Expense Vouchers are completed, any additional program money left over will be moved to a MAPS Overflow account managed by IPS. Depending on the amount, the money will either be earmarked for a future trip for that PL or marked as the reserve fee for credit card charge fees or future use. Millersville University does not intend to profit from MU student participants. 100% of the money moved to this account will be reinvested in MU students by financially assisting Program Leaders and future MAPS programs.

- **Scenario A:** If the budget surplus is less than or equal to the program reserve listed on the approved budget, IPS will move all surplus funds into the MAPS Overflow account for general MAPS repurposing.
- **Scenario B:** If the surplus is greater than the program reserve listed on the approved budget, IPS will move all surplus funds into the MAPS Overflow account. The program reserve amount will remain in the account while the difference will be earmarked for the specific Program Leader’s future program. This information would be recorded on the Fund Center Receipt.

**Budget Deficits:**
There are many reasons why a program may go over budget, to no fault of the PL. Emergency health and/or logistical issues while abroad may be unexpected expenses not accounted for in the planned budget. Exchange rates can change significantly from the time of completing the Proposal to when the group is abroad. 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 or if IPS cannot provide financial assistance, IPS will connect with the PL’s Department Chair, Dean, or other campus stakeholders to discuss financial options on how to make up the shortfall.

**Program Leader Costs:**
It is important that the budget worksheet reflects all estimated expenses as accurately as possible. The Proposal’s budget worksheet template should be filled out so that participant contributions via the Program Charge, fund all of the Program Leader(s)’ expenses (Primary and Secondary Program
Leaders). Should the PL receive external funding to help offset these costs via their department, college, or through grants, those funds may be added to the budget worksheet to reduce the participant’s Program Charge.

PL expenses for the following categories can be covered through this method: transportation to/from U.S. point of departure, airfare, in-country travel, accommodations, meals, 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: For trips that are not utilizing a third-party vendor or are not offering a course for credit, PLs may elect to include a modest stipend in the budget worksheet for Primary and/or Secondary PLs. The stipend would cover the additional work involved in preparing the logistics of the program. These stipends will be monitored to ensure fiscal responsibility over the costs charged to participants. At this time, there is no existing policy for MAPS/study abroad PL stipends or compensation. (Updated)

Number of Participants:
Establishing a reasonable per-participant program charge will assist with recruitment and marketing and will allow PLs to budget more accurately. However, occasionally programs lack the minimum required number of applicants to run a financially viable program, or there may be a cost-benefit to limiting the number of participants. It is important for Program Leader(s) to choose an achievable and appropriate number of participants when creating the program budget. Contingency or alternative financial plans should be put in place to help reduce the risk of program cancellation based on under- or over-recruitment.

If the minimum number of participants needed to make the program run has not been met by the program application deadline but the numbers are close, the deadline can be extended for additional marketing and recruitment time. 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.

NOTE: If the program is embedded in an academic class and the corresponding class is under-enrolled, the Program Leader must request approval from their academic Dean to permit the class/MAPS program to continue.

Program Charge:
While the program charge is one of several costs a participant will pay toward a MAPS program, the program charge includes any program-related expenses that need to be collected from the participant and paid to a vendor or business by the PL or a designee. The PL determines the amount of the program charge on the proposal’s budget worksheet. A PL decides what is and is not included in the charge, though IPS recommends including most major costs such as flight, housing, vendor fees, and activities/excursions. PLs can charge participants a single lump sum of money or divide the total into multiple payments over several months.

Any increase to the participants’ costs via the program charge or their out-of-pocket expenses after the application has been activated, risks application withdrawals and possible program cancellation due to under-enrollment. IPS does not permit increasing the program charge once the applications are opened. Increases to the cost-of-living estimated expenses is permitted. Cost decreases is also permitted. Changes should not reduce the quality of the program for participants.
NOTE: In the event the program costs change significantly, Program Leader(s) may be requested to submit a revised budget worksheet and payment plan to IPS at Education.Abroad@millersville.edu for record keeping and so that the program brochure page can be updated and applicants informed.

Individual vs. Group Costs:
Wherever possible, list costs on the budget worksheet as per-participant costs rather than a lump sum tied to a certain number of participants. This helps you to not limit yourself to a specific number of participants and your budget can then be more easily adjusted as the number of participants fluctuate.

Exchange Rate(s):
Exchange rates are only necessary if the PL is making payments in a foreign currency. If applicable, enter a conservative estimate for exchange rates to allow yourself a buffer in the event of significant rate fluctuations. High-travel months (summer months and New Year’s) tend to be when exchange rates can change drastically.

Meal Expenses:
As a general principle, group meals in the program budget should cover both the Program Leader(s) and participants. Individual meals for the Program Leader(s) should be included in the section of the program budget listing Program Leaders’ expenses so that the funds from the participants’ program charge covers these meals, but they would be reimbursed through the Travel Expense Voucher process. Individual participant meals should be paid for out-of-pocket by the participants. Estimates for participant out-of-pocket expenses should be noted on the program budget worksheet.

Program Cost Sheets: (Updated)
Cost sheets are provided for each MAPS program. They break down all real and estimated expenses for each trip. These are used as an advising tool. The more information provided on the MAPS Proposal Budget Worksheet will assist in developing a brochure cost sheet. There are items that can be marked as Not Applicable (Ex. If they already have a passport and don’t need to purchase one), and other items that are estimates that can be edited by individual participants if they want to raise or lower the estimates.

TIPS: (Updated)
- MU Tuition and Fees for programs with an attached course are always provided as an ‘input’ option for the students, as it will change if the student is in-state vs out-of-state.
- “Early bird” discounts can be used to encourage students to apply by an earlier deadline
- If options for single room are available at a higher cost, a ‘drop-down’ section can be created to customize the applicants’ preferences.
- Most cost-of-living estimates are adjustable, meaning applicants can increase or decrease these directly on the cost sheet to customize the cost sheet to the applicants’ spending habits and preferences.
Sample MAPS Program Cost Sheet:

<table>
<thead>
<tr>
<th>Billable Amounts</th>
<th>Amount *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Millersville Tuition and Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Non-Billable Amounts</td>
<td></td>
</tr>
<tr>
<td>Program Charge</td>
<td>$1,995.00</td>
</tr>
<tr>
<td>Includes: Right, Housing, Some Transportation, Activities, Vendor Fees</td>
<td></td>
</tr>
<tr>
<td>MU Application Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>See Financial Policies for more information.</td>
<td></td>
</tr>
<tr>
<td>Airport Transportation Estimate</td>
<td>$73.00</td>
</tr>
<tr>
<td>Adjusted amount based on if group transportation to the airport is not provided.</td>
<td></td>
</tr>
<tr>
<td>International Health Insurance</td>
<td>$17.00</td>
</tr>
<tr>
<td>GeoBlue insurance plan is about $17 per week.</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$417.00</td>
</tr>
<tr>
<td>Participants pay for some meals; adjustable amount based on dining preferences.</td>
<td></td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$250.00</td>
</tr>
<tr>
<td>Adjustable daily living and incidental costs, SIM Card with Data Plan, Adapter for electronics, etc.</td>
<td></td>
</tr>
<tr>
<td>Passport</td>
<td>$165.00</td>
</tr>
<tr>
<td>Only select non-applicable if you currently have a passport that will be valid 6 months after return</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:** $2,967.00

**VENDORS AND CONTRACTS**

If Program Leaders are utilizing the services of a travel or study abroad vendor that (1) needs to be paid or (2) requires a signed contract, they need to provide IPS with the vendor’s contact information. Email the following information to Education.Abroad@millersville.edu with the subject line: MAPS Vendor Information for [Name].

- Vendor Name
- Vendor Address
- Contact Name (First and Last)
Vendor ID:
To pay a vendor via a wire/bank transfer, the vendor will need to be on file and be assigned a Vendor ID. IPS will complete a Request for Vendor ID and request with the vendor a completed tax form such as W8 (International vendor) or a W9 (U.S. vendor) form and an ACH/Direct Deposit or wire transfer form.

- Contact Email Address and phone number

- https://www.millersville.edu/accounting/accountingforms.php

Vendor Contracts:
Program Leaders are NOT permitted to sign contracts or agreements related to their MAPS program. If a vendor requires a contract, email the agreement/contract to Education.Abroad@millersville.edu with the subject line: MAPS Vendor Contract for [Name of PL].

Email the contracts as soon as you get access to them – DO NOT DELAY. IPS will submit the contract to Purchasing and Campus Services for review and/or signature. The Procurement Manager will review and notify all parties involved if the contract needs changes or edits. They will also sign the document after approval. This process can take about 2 weeks but could take longer if they are a new vendor or if the request is during high volume times throughout the year.

PLs should familiarize themselves with the following sections of all contracts:
- Inclusions / exclusions
- Refund policies and important dates
- Cancellation and withdrawal policies
- Requirements or obligations

COLLECTING / REFUNDING PARTICIPANT PAYMENTS

Collecting Participant Payments: (Updated)
IPS will collect payments from participants and deposit the funds into the assigned fund center. IPS will additionally track applicants’ payment progress and update Program Leaders near each payment deadline on the status of their MAPS fund center account.

As of December 15, 2022, IPS will no longer accept checks, money orders, or cash. All future payments will be made through the online Millersville Marketplace. For any check, money order, or cash payments until that time, note the following:
- All payments via check must be made out to Millersville University.
- Starter checks are not accepted.
- Cash must be exact change.
- Detailed payment instructions are provided to participants on the virtual program brochure as well as on their application.
- Until the cut-off date, payments can be submitted in person on the first floor of Lyle Hall.

NOTE: Cash, check, and money order payments can NOT be submitted or mailed to the Office of Student Accounts.
NOTE: Program Leaders are NOT permitted to accept payments directly or via cash apps.

Millersville Marketplace: (Updated)
When a program is approved, part of the onboarding process for IPS is to create the online product for the specific MAPS program. All program payments will be accepted online via IPS’ online storefront. This move to online payments necessitates an average 2.85% service fee (the fee fluctuates on a daily basis) per each credit card transaction. Program Leaders will be required to account for this fee through the Program Reserve Fee proved on the program’s budget worksheet submitted during on the proposal.

- Example: A student makes a payment of $1,000 but only $971.5 would be deposited.

Participant Refunds:
On the MAPS Proposal, PLs determine if the deposit is refundable or non-refundable. If an applicant withdraws and the deposit was refundable, IPS will automatically refund the deposit. If the deposit is non-refundable, and/or if the applicant submitted several payments, the Program Leaders will need to determine if the participant is eligible to be fully or partially refunded. Notify IPS of your decision via email to Education.Abroad@millersville.edu.

IPS will complete a Refund Request Form for the withdrawn student(s) and submit the form to The Office of Student Accounts. A refund may take up to 30 days from their receipt of this form.


Participant’s Financial Policies: (Updated)
All study abroad participants must sign the Study Abroad Financial Policies on their application. A full description of these policies can be viewed on the Study Abroad Website.
https://international.millersville.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=50218250-5056-BA1F-7168D1CF02327FEF&Link_ID=092F5C75-5056-BA1F-738A3FC96A89EFD4

The policies include information on:
- The $50 Study Abroad Application Fee
- Refund eligibility for the Application Fee and MAPS Program Charge payments
- Refund eligibility for program cancellation or participant withdrawal
- Holds for outstanding bills
- Scholarship eligibility

Sample text from the policy:
MU MAPS Program Fees/Charges: Program deposits and balance payments are paid directly to Millersville University through the Office of International Programs and Services (IPS). Program Leaders use these funds as down-payments to immediately pay external organizations and vendors to secure group booking rates for housing, transportation, and other program-related activity costs. Once Program Leaders have incurred expenses, participants are not guaranteed to be fully reimbursed the "program charge" paid to MU. Additionally, based on vendor payment deadline requirements, the program deposit may be determined to be refundable or non-refundable. The Program Leader will make every reasonable effort to provide either (1) a full refund, (2) a partial refund, or (3) to provide vouchers equivalent to costs paid. Program charge payments are eligible for a refund if a program is cancelled or if the program is competitive and the applicant is not selected. Program charge payments are non-refundable if a student withdraws for a non-extenuating circumstance.
TYPES OF PAYMENTS

There are two types of payments you will be making as MAPS Program Leader, Program Expenses and Travel Expenses. These expenses can be a grey area, so it is important to be clear about any payment you are requesting to make, when discussing with IPS, Accounting, Purchasing, and other offices.

Program Expenses:
Program expenses include charges that are paid for on behalf of the entire group (PLs and participants). These payments should be pre-paid wherever possible, however some of these may be reimbursable through the Travel Expense Report process along with other travel expenses. Examples of program expenses include:

- Vendor fees
- Group meals
- Accommodations for the entire group
- Flight/transportation for the entire group
- Excursions and activities

Travel Expenses:
Travel expenses include charges that a PL would put on their Travel Request (TR) form and be reimbursed through the Travel Expense Report process. PLs complete their TR and Travel Expense Report through their Employee Self Service (ESS) portal. Refer to the later section on the Travel Request Process in this guide for more information. Examples of travel expenses include:

- Mileage
- Parking, tolls
- Personal meals if paid separately from the rest of the group, or per diem
- A PL’s accommodations, if paid separately from the rest of the group
- A PL’s flight/transportation, if paid separately from the rest of the group

Card Management: *(Updated)*
Program Leaders who will lead trips are required to request/use their own University Purchasing Card (PCard) (Managed by the Purchasing Office) to make program-related expense purchases and are recommended to request/use a University Travel Card (TCard) (Managed by the Accounting Office) to charge travel-related expenses.

**NOTE:** The University is aware of the existing foreign transaction fees. PASSHE contracts with Bank of America for purchasing and travel cards, so there is no option to shop around for a more international-travel friendly card. These cards also do not act like debit cards for the Fund Center. More information can be found on the provided links.
MAKING PAYMENTS PRIOR TO TRAVEL

MAPS are unique programs! WHEN IN DOUBT, ASK IPS
(Christina.Kinney@millersville.edu or Education.Abroad@millersville.edu)
IPS will discuss with Accounting and Purchasing to determine the best way to make a payment – BEFORE you try to make them.

Group Flights: (Updated)
If you are trying to purchase flights directly with a PCard you will likely need to send a request to the Purchasing Office to increase the single transaction limits. PLs may also work with Tammira Hickok in the Accounting Office to purchase the group flights.

Email Tammira Hickok Tammira.Hickok@millersville.edu to request flight payment and cc Christina Kinney Christina.Kinney@millersville.edu. You must provide detailed information for payment including:
- The fund center for the specific MAPS program (provided to you upon program approval)
- A link to an online payment portal or online bill, or
- An invoice which allows for online or call-in credit card payment, or
- A detailed information needed to make the payment over-the-phone

Other Pre-Trip Charges:
Program Leader(s) can make deposits, payments, and bookings for other charges in several ways:

OPTION 1: Make a payment with your University Purchase Card (PCard). Use the PCard to pay the charge or bill. When you reconcile the charges on your PCard you can allocate/charge the payment to the program’s assigned fund center.

Notes for University Card usage:
- Purchase Card Information: Review the Purchasing Card Policy for detailed notes on limitations and use. https://www.millersville.edu/purchasing/purchasing-card-info/index.php
- The default profiles include a $1,000 single transaction limit and a $3,000 monthly transaction limit. The $1,000 limit includes ALL fees (shipping, handling, or set-up). The default PCard profiles does not include the ability to purchase items coded for travel and food. When using a PCard for a MAPS study abroad program, you can request with the Purchasing Office for additional permissions related to travel and food on a temporary basis.
- 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. Also, you should indicate that it is a study abroad/MAPS related expense. Purchasing can either override the card limits for 24 hours for an exact purchase amount or can override the limits for a month up to an approved higher limit. When requesting an override, it is recommended to request a monthly override at a higher limit to ensure you can make several program payments that month.
• There is a $21,900 threshold. If you are paying a charge above that threshold, additional permissions will be required. Reach out to IPS to discuss how to move forward.

OPTION 2: Send a request for IPS to make the payment with a University Purchase Card. This option is dependent on the availability of Cindy Rodriguez, IPS Department Secretary. She will use IPS’ PCard to pay the charge or bill. When we reconcile the charges, we will allocate/charge the payment to the program’s assigned fund center.

Email Cindy Rodriguez Cindy.Rodriguez@millersville.edu to request a payment and cc Christina Kinney Christina.Kinney@millersville.edu. You must provide detailed information for payment including: A link to an online payment portal or online bill, or
• An invoice which allows for online or call-in credit card payment, or
• A detailed information needed to make the payment over-the-phone

NOTE: Cindy will process PCard payments within 72 business hours of receipt/notice of a bill. Hotel charges tend to take longer as they require IPS to complete an authorization form.
• Cindy is on leave for Fall 2022.

2. OPTION 3: Request IPS make a wire/bank transfer payment. This option may be necessary for payments that exceed the PCard limits and is good for making large lump sum payments. However, it can take several weeks for payment to be disbursed. Be sure to notify the vendor of this timeline. IPS will complete a purchase request and Direct Payment Form to pay qualifying invoices to vendors out of the program’s cost center.

Email a detailed invoice and vendor contact information to Cindy Rodriguez Cindy.Rodriguez@millersville.edu and cc Christina Kinney Christina.Kinney@millersville.edu. If you have not previously sent vendor information to IPS to create a Vendor ID, that can delay the payment timeline.

NOTE: Cindy will process the purchase request and direct payment form within 72 business hours of receipt/notice of a bill. MU’s Accounts Payable pays invoices within (30) days of receipt of this paperwork. Be sure to consider payment deadlines when requesting this payment method.
• https://www.millersville.edu/purchasing/sap/
• https://www.millersville.edu/accounting/accountingforms.php
• Cindy is on leave for Fall 2022.

3. OPTION 4: Make a payment with your personal credit/debit card. Millersville University and IPS do not recommend using personal credit/debit cards to make program deposits or payments. The reimbursement process may not be completed in time to pay bank interest and fees, and IPS cannot guarantee that you will be appropriately refunded or reimbursed during instances of extenuating circumstances such as last-minute and mass-cancellation of MAPS programs.

To determine if a charge is reimbursable, the cost must be determined to be “travel-related” or “program-related”. In a MAPS program the lines between these terms are often blurred so it is important to carefully describe the charges in any reimbursement requests.
• “Travel-related” expenses are reimbursed through the Travel Request/Expense Report process. You can review the travel management information to determine what is considered a travel-related expense. [https://www.millersville.edu/accounting/travel/](https://www.millersville.edu/accounting/travel/)
• “Program-related” expenses or non-travel-related expenses, PLs may not be reimbursed for these expenses put on their personal credit/debit card. *(Updated)*
  o Option A: You can put program expenses on your Travel Request/Expense Report. If you do this, you will also need to upload a full list of participants and program leaders (if multiple). The review and financial audit of the request will also take longer.
  o Option B: You can request approval in writing before purchase, and Accounting and Budget can make exceptions on an individual basis. To request reimbursement for a program-related charge, complete a Direct Payment Form. Submit to form to IPS and we will provide supplemental information, such as the program budget, and submit the documents on your behalf. [https://www.millersville.edu/accounting/accountingforms.php](https://www.millersville.edu/accounting/accountingforms.php)

**NOTE:** Millersville University employees are not permitted to benefit from using their personal credit/debit cards by earning points, discounts, cash-back plans.

**Making Payments While Abroad:**
Program Leaders who will lead recurring trips or often travel internationally for MU work, are recommended to request their own University Travel Card.

Program Leader(s) can make payments while abroad in the following ways:

**OPTION 1: Make a payment with your University Purchase Card (PCard).** Refer to the previous section for limitations, and information on reimbursements through this method.

**OPTION 2: Make a payment with your University Travel Card (TCard):** Faculty and staff are eligible for a university travel card to charge expenses while they are abroad. Travel cards can be used for minimal charges pre-planned in the program budget and for emergency purposes while abroad.
  • Program Leader(s) are responsible for adhering to all guidelines and policies set in place. Travel card expenses are paid solely by the traveler – and are equivalent to a personal credit card. 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. [https://www.millersville.edu/accounting/travel/](https://www.millersville.edu/accounting/travel/)

**Notes for PCard and TCard 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%.
  • International Use Preparation: 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 use abroad.

**OPTION 3: Make a payment with your personal credit/debit card.** Refer to the previous section for information on reimbursements through this method.
MILLERSVILLE TRAVEL REQUEST PROCESS

All individuals who anticipate traveling on official business shall submit a Travel Request (TR) form in advance. This form will be utilized to obtain necessary supervisory approval, to encumber funds, and to ensure Worker’s Compensation coverage in the event of accident. An approved TR must also be on file prior to departure. Read More in the Travel Procedures.

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

- Faculty and staff complete the Travel Request Form through their Employee Self-Service account. If you have not used the ESS for Travel Requests before, IPS recommends that you set aside a good amount of time to review the guides and complete the request. The system can take some time to learn the first time. [https://www.millersville.edu/logins/](https://www.millersville.edu/logins/)
- Non-Millersville Program Leaders will need to complete the paper form and are subject to limitations. Refer to the Travel Procedures for Guests for more information. [https://www.millersville.edu/accounting/travel/](https://www.millersville.edu/accounting/travel/)
- Travel Request Forms should use the MAPS program’s assigned fund center, unless using additional funding sources or other arrangements have been with your department/college to cover your travel costs. If you use the MAPS program’s cost center, the TR will be submitted to the Office of International Programs & Services for initial approval.
- It is important to know that TRs encumber money in the assigned cost center, so it is recommended to wait on completing the TR until all large vendor payments have been made. If you complete a TR too early, you will be encumbering funds you will need to make vendor payments and program deposits. **IPS recommends that TRs are completed at the latest about one month prior to departure.**
- Estimated costs on the TR must match costs provided on the approved MAPS proposal budget worksheet. The TR should only include costs that need to be reimbursed to the Program Leader directly: Such as individual meals expenses- when not included in group meals, mileage, and gratuities.

Travel Registry/Registration – Prior to Departure:
In additional to the Travel Request process, as of Fall 2021, a Travel Registry through the Office of International Programs and Services is also required. Primary Program Leaders do not need to complete a separate Travel Registry because the MAPS Proposal includes all Travel Registry items. However, Secondary Program Leaders will be required to complete a Travel Registry. After participants have applied and been accepted, IPS will email Secondary Program Leaders instructions on how to complete their Travel Registry. **IPS recommends that Travel Registries are completed about one month prior to departure.**

Travel Expense Report – Upon Return:
Program Leader(s) are responsible for completing a Travel Expense Report 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.

- Must be submitted within 90 days of the last day of travel to be eligible for reimbursement.
• Faculty and staff complete the Travel Expense Voucher through their Employee Self-Service account. https://www.millersville.edu/logins/
• Non-Millersville Program Leaders will need to complete the paper form and are subject to limitations. Refer to the Travel Procedures for Guests for more information. https://www.millersville.edu/accounting/travel/
• Program Leaders will need to attach a list of student participants to their TR if they are including any program expenses in their Travel Expense Report.

Receipt Information:
• Program Leader(s) are responsible for obtaining original and itemized receipts for all expenses incurred both prior to the trip and while traveling. These receipts must be attached to your credit card statements or attached to the Travel Expense Voucher upon your return. Note: Itemized receipts for PLs claiming per diem are not necessary to collect.
• When traveling with other employees, travelers must obtain and submit separate 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, a Program Leader may utilize IPS’ MAPS Receipt Form to capture the expense and related details. These hand-written receipts must connect to a charge that is accounted for in the approved program budget, and it must be documented that it was the only receipt process available (Ex. Using a rikshaw for transportation). IPS and Accounting and Budget will review these receipts individually for reimbursement eligibility.

ACCESS WHILE ABROAD

Duo Authentication: (Updated)
Using your personal cell phone for DUO authentication can be difficult while abroad. IT has a method to authenticate without the need to access WiFi by using a passcode on the DUO phone application. This method only works for MU employees. Refer to the IT DUO information page.

TIP: Notify IT that you will be traveling internationally so that they are aware in case of any technical difficulties or access issues while abroad.

Alternative Option:
IT can offers (upon request) a single keychain device that will allow you to multi-factor authenticate without using your cell phone. Devices are available by request for all faculty and staff at no cost. A security key plugs into your USB port and when tapped or when the button is pressed it sends a signed response back to Duo to validate your login. NOTE: Lost and/or damaged devices require a $15 replacement fee.

Study Abroad Emergency Phone: (Updated)
Prior to departure, participants as well as PLs are encouraged to add IPS’s Study Abroad Emergency phone as a contact on your phone and Whatsapp account (if applicable).

Emergency Phone: 717-680-7357
WhatsApp: MU Study Abroad