UGA Study Abroad and Field Study Programming

Frequently Asked Financial Questions

Office of Global Engagement
Updated: July 2019
This document provides answers to frequently asked questions for financial management of study abroad and domestic field study programming. This is only a guide and not intended to replace formal training or advisement from the Office of Global Engagement (OGE).

If I have questions, who do I ask?
For finance related questions, please email ugasabo@uga.edu
For all other study away related questions, please email studyaway@uga.edu
How do I get my program allocation (fund 10500)?
The program’s allocation will be transferred to the department via budget transfer that will be initiated by the Office of Global Engagement after the current year’s budget is approved. When budgeting, OGE will budget allocation into the program’s 10500 chartstring using that year’s ChartField1. All funds will be budgeted into the Operations (700000) account code.

How do I budget my program allocation (fund 10500)?
Once the allocation funds have been transferred to the department, it is the responsibility of the departmental business managers to budget transfer these funds into the appropriate account code(s) based on the approved budget for future program expenses.

For step by step instructions on how to create a budget transfer, please see the tutorial in the OneSource Training Library.
- Tutorial Name: Creating a Budget Transfer
- Found: OneSource Training Library
  https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html

Should I budget for faculty and staff benefits on my program?
USG guidelines require for faculty and staff instructional salaries to be paid from state, tuition, and general fee fund sources. Therefore, benefits budgeting is not necessary as the salary expenses are charged to the program’s 10500 fund.

How do I get program fee revenue (fund 14100)?
Program charges are calculated by completing the study away budget template for the current fiscal year. Program charges are total expenses less the OGE Allocation less any departmental or other external support funding. Once program charges have been calculated, the Office of Global Education will set up the place holder course (SABD or FSTY). When students register for this course number in Banner, the program charge will be charged to their student account.

This revenue will be routed to your program chartstring based on information supplied by OGE. Any questions or concerns should be routed to OGE at ugasabo@uga.edu.

How do I get program deposit revenue (fund 14100)?
Deposits are paid by the students via the UGA StudyAway portal. Deposits are paid with a credit or debit card. Deposits are not to be collected by the program directors or business managers. If a student does not have a debit/credit card to make the payment, OGE should be contacted.

Program deposits are standardized. Semester long (Fall, Spring) Study Abroad programs are set at $500. Semester long Field Study programs are set at $400. All other Study Abroad programs have a deposits amount set at $300. Field Study program deposits amount are set at $150.
Program deposits are non-refundable to the students. If a program director believes there is a justifiable reason to refund a deposit, he/she should complete the request form found at https://goabroad.uga.edu/_customtags/ct_FileRetrieve.cfm?File_ID=050E7676754F7774770D047673011C04080C0014757800006E06047505027777740E740600070A0506.

How do I budget my program fee revenues (fund 14100)?

It is the responsibility of the departmental business manager to ensure that the program’s deposits and charges are appropriately budgeted. To do this, two budget journals will need to be prepared, one for the DEPT_REV ledger and one for the DEPT_CHILD ledger:

- **DEPT_REV Ledger:**
  - **Budget Header:** The budget entry type is “Adjustment” (and for the Parent too) and the long description is “To budget [insert name of program and term] [insert type of revenue] revenue.”
  - **Budget Line:**
    - Program Deposits (credit card revenue) – Account code 409901. This amount is calculated as the deposit amount multiplied by the number of student participants.
    - Program Charges (program charge revenue) – Account code 441900. This amount is calculated as the program charge per student multiplied by the number of student participants.
    - Amounts should be entered as positive whole numbers.
    - Ensure that you use the entire chartstring that is provided to you from OGE, including the ChartField1. If you have any questions about the chartstring which you should use, please email OGE at ugasabo@uga.edu

- **DEPT_CHILD Ledger:**
  - **Budget Header:** The budget entry type is “Adjustment” (for the parent too) and the long description is “To budget [insert name of program and term] [insert type of revenue] revenue.”
  - **Budget Line:**
    - Amounts should be budgeted into the account code from which they are anticipated being spent based on the approved budget.
    - Amounts should be entered as positive whole numbers.
    - Ensure that you use the entire chartstring that is provided to you from OGE, including the ChartField1. If you have any questions about the chartstring which you should use, please email OGE at ugasabo@uga.edu

For step by step instructions on how to create a budget journal, please see the tutorial in the OneSource Training Library:

- **Tutorial Name:** Creating a Budget Journal
- **Found:** OneSource Training Library
  https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html
Who creates ChartField1s?
ChartField1 is the preferred chartfield identifier for study away programs. ChartField1s are created and assigned by OGE-F for each program. They are based off of the program’s SABD or FSTY four-digit course number and contain an abbreviation for the term and calendar year the program will run. A program’s ChartField1 will change annually.

- Example Study Away ChartField1: SA####FA20
- Example Field Study ChartField1: FS####MM20

Will I get a new ChartField1 each year my program runs?
ChartField1s are based off of the program’s SABD or FSTY four-digit course number and contain an abbreviation for the term and calendar year the program will run. A program’s ChartField1 will change annually.

Do I have to use a ChartField1?
The utilization of ChartField1 allows for a particular program’s expenses to be captured and tracked, regardless of which fiscal year in which the expenses occur. Since most programs run on an annual basis, it also allows for charges within the same fiscal year, but for different calendar year programs (ex. Summer 2019 and Summer 2020) to be cleanly separated. This separation will help departments when trying to budget and closeout their programs each year while simultaneously allowing for program revenue and expenses to be kept separate from other departmental transactions. While providing departments with another level of search criteria to use in queries and cubes, the use of ChartField1 can be used to help departments prepare more precise budgets for the next year’s program.

Who creates SpeedTypes?
Since ChartField1 is an optional chartfield in Financial Management System, SpeedTypes are an excellent tool to ensure that the chartstrings entered on a transaction contain all necessary chartfield data. For programs that have not already established their own program SpeedTypes, OGE will set a SpeedType for each program. This will be communicated to the department a part of the budget approval.

Where do I find OGE deadlines?
Deadlines and other helpful links are available on the Study Away Portal.
- For Study Abroad Programs: https://studyaway.uga.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=9196475B-5056-BA1F-7426ED52F15EF2EE&Link_ID=54C60ED9-5056-BA1F-74A36E87E74E3860
- For Field Study Programs: https://studyaway.uga.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=9196475B-5056-BA1F-7426ED52F15EF2EE&Link_ID=68ABFD1D-5056-BA1F-74CB7A8B3D08CEE9
How do I get access to the Portal?
John Stocklin (jbstock@uga.edu) coordinates all aspects of the Study Away Portal. A brief training is required before access is granted.

Can I meet with OGE to discuss my program?
The OGE team is available to meet with you to discuss various aspects of your program. Please email us to coordinate a meeting.
- Financial discussions email ugasabo@uga.edu
- Other topics email studyaway@uga.edu

Where do I find the program budget template?
Budget Templates can be found on the Study Away Portal.
- Study Abroad Budget Template
- Field Study Budget Template
  https://studyaway.uga.edu/_customtags/ct_FileRetrieve.cfm?File_ID=0F037273754F737102017673001C04080C0014757800006E060207767C760374720170017008710D

Where do I find the program closeout template?
The program closeout forms are available from the Study Away Business Office. Please email ugasabo@uga.edu to obtain a copy.

How can I request Emergency Reserve Funding?
Per University System of Georgia (USG) policy, each program should budget “no less than 5% with a maximum of 15% for contingency expenses”. All parties involved in developing and offering faculty-led programs work together diligently to ensure that the final program expenses remain within the overall program budget. However, often programs generate small amounts of surplus or deficit due to unanticipated events, such as unusually volatile currency fluctuations, enrollment fluctuations, or unexpected changes in on-site costs.

A Study Away Emergency Reserve Fund has been approved and established. The purpose of the account is to assist programs when financial issues arise unexpectedly, creating budgeting issues for Study Away programs. The Study Away Emergency Reserve Fund is managed by the OGE.

At the close of the program, unused program funds will be moved to the OGE Emergency Reserve Fund at a rate of 5% minimum to 15% maximum of the total program revenues, with the remaining balance being refunded to the students who attended the program.

If a program is demonstrating a shortage of funds in a program account due to unforeseeable issues, the Emergency Reserve Fund may be petitioned to cover the shortfall. Requests will be evaluated by a committee on a case by case basis.
Requesting Emergency Reserve Funds

After the department determines that their program needs Emergency Reserve Funds they make a request by emailing ugasabo@uga.edu. Included in the request should be:

- Their copy of the final / last approved budget
- Completed program closeout form, showing amount needed
- Written justification for the request (what happened and timeline)
- Any other applicable documents (invoices, currency exchange rate calculations, etc.)

The committee will review the request and documentation, asking for more information as needed, prior to making their decision. The program will be notified of the decision and made aware of the next steps.

A student has withdrawn from the program. Do I get to keep the program deposit and charge that they paid?

Once a student commits to a UGA study abroad or domestic field study program he/she is required to pay a Program Deposit and a Program Fee. Payment of this program deposit will be acknowledged in writing. The Study Away Program Withdrawal Policy will be in effect for any withdrawals after the program deposit has been paid. Upon the receipt of the program deposit, the program will begin incurring costs on behalf of the student with the understanding that he/she has now committed to paying the full program charge and has voluntarily assumed financial responsibility for said program costs. The program charges include direct expenditures made on his or her behalf and indirect expenditures made to support the study away program.

Program deposits are non-refundable unless a student is not accepted to the program or the program is canceled by the University. In these cases, the full program deposit will be refunded.

A committed student who withdraws from a program must notify the program director in writing via UGA email. The date of the withdrawal e-mail will serve as the official date for the purposes of this policy. Based on this policy, the student will receive a refund or will be billed the applicable program charge according to the schedule shown in the table below. This schedule is applicable to withdrawals made voluntarily by the student for any reason or to withdrawals that are not student initiated, for instance, due to academic or disciplinary misconduct/performance issue while in Athens or while traveling.

<table>
<thead>
<tr>
<th>Timeline of Student Withdrawal</th>
<th>Program Charge Student is Financially Responsible to Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 to 90 days prior to program departure</td>
<td>25%</td>
</tr>
<tr>
<td>89 to 60 days prior to program departure</td>
<td>50%</td>
</tr>
<tr>
<td>59 to 15 days prior to program departure</td>
<td>75%</td>
</tr>
<tr>
<td>14 days to program departure and at any time</td>
<td>100%</td>
</tr>
<tr>
<td>during the program</td>
<td></td>
</tr>
</tbody>
</table>

For additional information please see the Study Away Withdrawal Policy

My program didn’t spend all of its allocation and program revenue. Can I keep this money?

At the end of the program, the program will be officially “closed”. This means the program chartstrings will be brought to zero. Funds that remain once the program expenses are paid will either be returned to OGE (10500 funds), returned to the students via a student refunds (14100 funds), or swept to the Study Away Emergency Reserve Fund (managed by OGE).

How do I revise my program budget?

A revised budget may be submitted to the Study Away Business Office by emailing an updated program budget to ugasabo@uga.edu. The revised budget will be reviewed by OGE prior to reapproval.

How do I prepare my program to cross fiscal years?

Each year the University’s Controller’s Office issues the Fiscal Year-End Letter. This letter includes details about year-end deadlines for purchases, payments, travel, payroll, and more. Each program director and business manager should review the year-end letter and make plans to ensure that the program is ready for these deadlines, as many could directly impact the financial solvency of the program.

Budgeting Personal Services Expenses Prior to Year-End Deadline

Per the annual Fiscal Year-End Letter, a deadline is established for moving funds between personal and non-personal services (this date is often early March). It is the responsibility of departmental business managers to evaluate their program budgets to determine how much will be needed for the remainder of the fiscal year in personal services for salary and benefits and to make any necessary budget transfers.

Revising Revenue Budget Based on Actual Revenue Received

As a part of the fiscal year-end processes, anticipated revenue amounts may need to be adjusted on the 14100 fund chartstring as the number of student participants, their deposit, or program charges may have changed since the budget was established. Any adjustments needed to increase or decrease the revenue will need to be made prior to the Fiscal Year-End deadline as listed in the annual Year-End Letter.

Important notes to remember:

- Be careful not to overspend your actual received revenue.
- When adjusting revenue on this fund, two budget journals will be needed, one for DEPT_CHILD and one for DEPT_REV.

For additional information on how to adjust the revenue budget for your program, please contact OGE-F at ugasabo@uga.edu or view the tutorial in the OneSource Training Library. https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html

Programs That Have Not Closed
For programs that have not closed (such as some Spring, Maymester, and Summer programs) additional diligence will be needed as year-end approaches. Program directors and business managers need to be mindful of year-end purchase order, payment request, travel authority, and other deadlines that could impact how and when an invoice or reimbursement for the program is processed.

Business managers will need to estimate out any remaining expenses that will be paid out before the end of the fiscal year and take appropriate action to secure the remaining funding for the next fiscal year.

- 10500 Fund - If any amount of the program's allocation will not be used in the current fiscal year, it must be returned to OGE-F or it will be lost.
- 14100 Fund - If there are any program charge funds remaining in the program's chartstring, these funds will need to be deferred to the next fiscal year.

**Return Unused OGE Program Allocation**

If there are program allocation (10500) funds that will be unused these must be returned to OGE or the department will rise losing these funds and not being able to access them again in the next fiscal year. The business manager will need to initiate a budget transfer of these funds to OGE.

When creating the budget transfer to return the unused funds, use the description “[insert your college school / unit name, program name, including term and year] to return unused allocation to OGE”. For example, the Cortona Summer 19 budget transfer would read “Cortona Summer 19 to return unused allocation to OGE.”

- For **Study Abroad** programs, return the funds to the following F: 10500 P: 11100 C: 11800 D: 14007001 A: 700000 or 500000 CF1: SAXXXXMM19 or SAXXXXSU19
- For **Domestic Field Study** programs, return the funds to the following F: 10500 P: 11100 C: 11800 D: 14007701 A: 700000 or 500000 CF1: FSXXXXMM19 or FSXXXXSU19

For step by step instructions on how to create a budget transfer, please see the tutorial in the OneSource Training Library.

- Tutorial Name: Creating a Budget Transfer
- Found: OneSource Training Library
  https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html

**Defer Revenue**

After reviewing the 14100 fund and adjusting the budget as needed, any unspent funds remaining will need to be deferred. This amount is calculated by taking the total revenue received (funds from prior years plus any new revenue) and subtracting the expenses and encumbrances. The business manager will need to email their request to defer letter to Accounting at acctng@uga.edu and to the Study Away Business Office at ugasabo@uga.edu by the deadline listed in the Year-End Letter.

An example deferral letter can be found here:
https://busfin.uga.edu/accounting/departmental_sales_service_sample_deferred_request.pdf
I need to make a deposit to secure the provider’s services, but I haven’t received my program allocation yet. Can I get my money early?

Yes. Please email ugasabo@uga.edu to request advance funding.

What do my students have to pay to study away?

Students traveling on Study Away programs will pay:

- Tuition and UGA fees (via registration for courses in Banner/assessed in the Student Account)
- Program deposit (paid through the UGA StudyAway portal)
- Program charge (assessed with charges in the student account after the student has registered for the FSTY or SABD placeholder course in Banner)
- Other expenses not covered by the program deposit and charge

The tuition amount that the student pays is dependent on their state status with UGA.

- In-State students will pay the in-state tuition rate
- Out-of-state students
  - Participating in an international study abroad program will be charged the out-of-state rate
  - Participating in a domestic field study program conducted inside the state of Georgia will be charged the out-of-state rate
  - Participating in a domestic field study program conducted outside the state of Georgia will be charged the in-state rate

Other expenses which are not included in the program charges paid by students, yet contribute substantially to the total cost of participation in the Study Away program, include the following:

- International transportation – Students are responsible for securing their own transportation to and from the destination.
- Passport and visa costs – Students must have a passport and, possibly, a visa for travel to the destination country. Visa requirements depend on each student’s citizenship and the country to which he or she is traveling.
- Physical exams, immunizations and/or medications – Students are required to pay the costs of these type expenses in order to complete the mandatory health clearance process required for some countries.
- Incidental expenses and some meals – Students will need to have access to funds while abroad for incidentals not covered by the program. Specific expenses depend on the program, but may include phone calls, laundry, souvenirs, meals not provided by the program, and entertainment expenses.

When communicating the cost of the program to potential participants, it is important to fully communicate program expenses. The full cost of the program should be reflected on the program specific Cost of Attendance form found in the UGA StudyAway portal.

- **Tuition and Fees (10500 fund)**
  Students traveling on Studies Away programs are required to pay tuition
and fees based on student’s enrollment in academic courses. Tuition and fees are charged to the student account via their Banner registration.

- **Program Deposits (14100 fund)**
  Deposits are paid by the students via the UGA StudyAway portal. Deposits are paid with a credit or debit card. Deposits are not to be collected by the program directors or business managers. If a student does not have a debit/credit card to make the payment, OGE should be contacted at ugasabo@uga.edu.

  Program deposits are standardized. Semester long (Fall, Spring) Study Abroad programs are set at $500. Semester long Field Study programs are set at $400. All other Study Abroad programs have a deposits amount set at $300. Field Study program deposits amount are set at $150.

  Credit card companies charge processing fees. To ensure funds are available to cover these costs, each program is charged a fee, per deposit paid, to cover the processing fees.

  Program deposits are non-refundable to the students. If a program director believes there is a justifiable reason to refund a deposit, he/she should complete the request form found at [https://goabroad.uga.edu/_customtags/ct_FileRetrieve.cfm?File_ID=050E7676754F77747770D047673011C04080C00147578000006E06047505027777740E740600070A0506](https://goabroad.uga.edu/_customtags/ct_FileRetrieve.cfm?File_ID=050E7676754F77747770D047673011C04080C00147578000006E06047505027777740E740600070A0506).

- **Program Charges (14100 fund)**
  Program Charges are calculated by completing the budget template. Program charges are total expenses less OGE Allocation less program deposit. Once program charges have been calculated, the Office of Education Abroad will set up the place holder course (SABD or FSTY). When students register for this course number in Banner, the program charge will be assessed to their student account.