



Dalton State College Study Abroad Program Checklist

(Program Directors may find the Faculty Handbook for Study Abroad to be very helpful throughout the journey as Program Director)

Prior to submitting a Study Abroad Program Proposal for approval, please schedule a meeting with Business Services to discuss future requirements and documentation.

1. Submit a Study Abroad Program Approval Form, Program Proposal, and Projected Budget for appropriate signatures:
 - a. Program Director
 - b. School Dean
 - c. Director of Center for International Education
 - d. Vice President for Academic Affairs
 - e. Vice President for Fiscal Affairs
 - f. President
2. Submit all Travel Request Forms as soon as possible. Travel Authorizations are required for International Travel, which can be completed through the GA First Financials/PeopleSoft Expense Module.
3. Request the creation of a department and detail code with Business Services by submitting a complete Study Abroad Program packet. The Study Abroad Program Approval Form MUST have ALL signatures. Recurring programs may use the same department and detail code provided that all of the previous year's operating revenues and expenses have been fully reconciled.
4. At least two weeks prior to the first payment deadline, provide the Bursar's Office with an updated list of all program participants, both students and employees with ID numbers. ALL PAYMENTS will need to be handled through the Bursar's Office.
5. Familiarize yourself with the requisition and reimbursement requirements in order to meet appropriate deadlines. You will find more detailed information in the Faculty Handbook for Study Abroad under the Financial Management section.
6. Submit sufficient documentation when submitting a Requisition.
 - a. This includes original invoices from suppliers, a W-9 Form if the supplier is new and a US entity, an E-Verify Form if the invoice is \$2,500+, and a W-8BEN-E if the supplier is a non-US entity.
 - i. To have a new supplier set up or an existing supplier updated, please contact Procurement for the appropriate steps.
 - b. If you are requesting funds to be wired to an overseas supplier rather than sending a check, please contact the Accounting Department. The supplier's wiring information should be included on either the vendor's invoice or on their company letterhead. Before an individual

can be used as a supplier, it must be pre-approved by the Assistant Vice President for Fiscal Affairs.

7. Any expense that can be prepaid should be submitted via a Payment Request or Requisition no later than 30 days prior to departure.
8. Purchase Study Abroad emergency, medical, and accident insurance for each participant.
9. Verify with the Bursar's Office that all participants have registered and paid in full by the payment deadline stated in the Study Abroad Program Proposal.
10. If cash is needed for the trip, submit a Study Abroad Cash Advance Request through the GA First Financials/PeopleSoft Expense Module. This request should include any anticipated funds to be wired after the group arrives. Any unspent cash should be returned to the Bursar's Office immediately upon return. A cash receipt will be issued to use for reconciling the cash advance.
11. Give a list of emergency contact information to the Center for International Education.
12. Within 7 business days of the return trip, submit a completed reconciliation of the cash advance. This should include all receipts acquired for cash transactions as well as the cash receipt issued by the Bursar's Office, if applicable. Utilize the Missing Receipt Documentation form for any on-site expenses where a receipt could not be generated.
13. Any expenses to be reimbursed should be submitted through the GA First Financials/PeopleSoft Expenses Self Service Portal.
14. Within 30 days of the return trip, submit a completed reconciliation of ALL program expenses to the Bursar's Office. The reconciliation should include all prepaid expenses, wire transfers, cash advances, and reimbursements submitted through the GA First Financials/PeopleSoft Expenses Self Service Portal and should note if any refunds are due back to students.
 - a. **Please establish a meeting with Business Services within three weeks of their receipt of this reconciliation packet for review and clarification if needed.**

Business Services Point of Contact for Study Abroad Programs:

Kristin Nalley – Bursar (Primary)

Westcott 159

Email: knalley@daltonstate.edu

Melissa Dykes – Accountant I (Secondary)

Westcott 161

Email: mdykes@daltonstate.edu

Emily Traffanstedt – Procurement

Westcott 163

Email: etraffanstedt@daltonstate.edu

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