

Education Abroad Faculty-Led Program Finance Timeline

4 Months Before Departure	<p>Review Program Budgets</p> <ul style="list-style-type: none"> · Confirm program participant numbers and finalize vendor quotes <p>All Participating Faculty and Staff should Submit their Travel Requests through Concur</p> <ul style="list-style-type: none"> · Program Director requests should include all director and student expenses · Participating faculty requests should include only individual expenses <p><i>(Invoices cannot be paid if Travel Requests have not been submitted and approved)</i></p>
3 Months Before Departure	<p>Register Your Vendors</p> <ul style="list-style-type: none"> · Individual Abroad – W-8BEN · Company Abroad – W-8BENE · KSU Faculty or Staff – Supplier Registration Form · U.S. Based Vendor – Supplier Information Form and W-9 <p>Submit All Unsigned Vendor Contracts to Education Abroad for Review by KSU Contracts Review Team</p> <p>Update Your Banking or Direct Deposit Information with KSU Fiscal Office, if needed</p>
2 Months Before Departure	<p>Submit Program Invoices Using the Education Abroad Invoice Submission Form</p> <ul style="list-style-type: none"> · Invoice Submission Form <ul style="list-style-type: none"> · All students must be paid in Full · Vendor(s) must be registered in the KSU Fiscal System <p><i>(Invoices cannot be paid unless all required documents have been submitted)</i></p>
1 Month Before Departure	<p>Compensation Finalization</p> <ul style="list-style-type: none"> · Compensation notification letter will be sent out to faculty · Compensation will be issued at the end of the month the program is scheduled to conclude <p>Cash Advances</p> <ul style="list-style-type: none"> · Cash advance requests are for anticipated expenses that will be incurred in-county · Requests should be submitted through Concur a minimum of 20 days prior to departure to allow sufficient time for processing <p><i>(Cash advance requests should be submitted after all prepaids/invoices are processed)</i></p>
While Abroad	<p>Track All Expenses</p> <ul style="list-style-type: none"> · Keep all receipts organized · Separate faculty and student expenses when possible · Receipts should include vendor names, date, item of purchase, quantity and amount
Post Trip	<p>Submit Travel Expense Statements</p> <ul style="list-style-type: none"> · Submit all Travel Expense Statements through Concur within 14 days of the completion of the program