

## Faculty-led Study Abroad Financial Policies

1. Courses with a travel component will require an enrollment cap of 15 for single-taught courses and 20 for team-taught courses (maximum two faculty instructors of record). Subject to the approval of the Director of International Programs, faculty are entitled to enroll more than that number if they wish.
2. Courses that are taught by one instructor must enroll at least 10 students to operate the travel portion of the course. Courses that are taught by two instructors must enroll at least 15 students to operate the travel portion of the class.
3. Faculty stipend
  - a. The stipend available for faculty-led trips is \$100 per day for the duration of the trip (up to a maximum of 30 days). This stipend is the total available, so two faculty members leading a trip will receive \$50 per day each. Please note that this is taxable income.
  - b. Day 1 is the first day in country with students, and the final day is the last official day of the program for students. Travel days to and from the destination do not count in the calculations for faculty stipends.
  - c. Faculty will be issued overload contracts from the Office of Academic Deans.
  - d. Faculty stipends will not be folded into the program cost, but rather will be paid directly by the university to the faculty member (specifically, the instructor of record for the course). The cost of the faculty stipend will therefore not be borne by students in the course.
4. Trip assistants
  - a. Each faculty-led program is entitled to one assistant.
  - b. Courses with two instructors of record are not entitled to an assistant.
  - c. When courses are taught by one faculty member, it is advised that a second faculty member is brought on the trip to serve as a trip assistant.
  - d. When a second faculty member is not available to serve as an assistant, independent contractors can be hired as assistants, so long as they acquire, at their own expense, travel and liability insurance that meets the university's requirements. Independent contractors must also sign a travel waiver and contract, acknowledging rights and responsibilities.
  - e. Assistants cannot be family members of the faculty member(s) leading the trip.

- f. Assistants travelling from the United States to participate in the program will have their costs folded into the overall cost of the program. Independent contractors that serve as assistants and reside in the United States will not receive any compensation beyond having their trip costs paid.
    - i. The amounts spent on lodging and meals for assistants must be no more than those spent by the faculty member.
    - ii. The university will provide a subsidy for the costs of the assistant at a rate of \$50 per day (for days worked), up to a maximum of \$1,000. This \$1,000 will be loaded into the program budget to reduce the overall cost of the program, and therefore cost for each student.
    - iii. Only one assistant will have their costs folded into the program budget. Any additional people that travel with the group (e.g., family members or additional faculty members) must pay their own way.
  - g. Independent contractors that serve as assistants and reside in-country will be paid \$50 per day (for days worked). The maximum amount that will be paid to an assistant is \$1,000. Assistants that receive compensation will need to complete and submit a W9 form, while foreign citizens will complete and submit a W8-BEN form.
  - h. If programs utilize more than one in-country independent contractor as an assistant, the \$50 per day will be split between the assistants, and the total amount paid will not exceed \$1,000.
5. Student subsidies
- a. Programs will receive a subsidy from the university of \$20 per day, per student, to a maximum subsidy of \$300 per student.
  - b. Student subsidies are subject to availability of funds, and may not be available in some years (or may be less than \$300 per student maximum).
6. Students participating in faculty-led programs will be billed a \$150 administration fee.
7. In accordance with the policies of the International Education Committee (IEC), a maximum of four faculty-led study abroad programs will be approved for university support each year. Programs that are not approved by the IEC are not permitted to operate in an official capacity.