Program Director Handbook

Guidelines for Managing Travel Course Finances
CALS Study Abroad

Who’s Who in Global Programs

Staff contact information and primary responsibilities within Global Programs

Vendor Pre-Payments

Processing advance group expenses using p-cards, T&H cards, ISU checks, wire transfers, and professional services agreements

Taking a Family Member?

ISU policies regarding spouses and dependents accompanying faculty on study abroad programs. Includes the Spouse, Domestic Partner and/or Child Companion Agreement and Liability Release.

Pre-Departure

What happens before you leave?

- Advance Registration (ISU Travel Website)
- AlertTraveler
- On Call International - travel insurance
- Spend Authorization (formerly travel authorizations)
- Cash Advance (formerly travel advance)
- Global Cell Phones
- Procurement Services (Before You Go Travel Checklist) (Travel FAQ)

Keep Your Trip Expenses Organized

Tools for keeping your travel course expenses organized

- Expenditure Log
- Weekly Expense Envelopes
- Expense Journal with Receipts

Allowable Expenses/Receipts

When are receipts required? Includes templates for Generic Receipt and Group Meal Allotment Receipt

Post-Trip

Information on getting your travel reimbursement processed efficiently

Travel Course Final Report

Tips

Tips for making your travel course and reimbursement go smoothly

Top Auditing Errors

Forms Library

Cash Advance Authorization Form

Certificate of Missing Receipt

Create Expense Report (formerly Travel Reimbursement) and/or Verify T&H Card Transaction (Workday Job Aid)

Create Spend Authorization (formerly Travel Authorization) or Cash Advance (Workday Job Aid)

Generic Receipt Form (Generic Receipt Form.doc)

Group Meal Allotment Receipt (Group Meal Allotment Receipt.doc)

Program Director Training (jpdf with live links)

Sample Expenditure Log (Expenditure Log.doc)

Sample Expense Summary (Sample Expense Summary.xlsx)

Sample Expense Journal with Receipts (Sample Expense Journal with Receipts.doc)

Spouse, Domestic Partner and/or Child Companion Agreement and Liability Release

Travel Course Final Report

Travel and Hospitality (T&H) Card Study Abroad Program Cardholder Agreement

https://www.agstudyabroad.iastate.edu/program-director-handbook