



Office of Global Engagement
UNIVERSITY OF GEORGIA

Global Certificate: Principles of Study Away Financial Management

March 2020



Principles of Study Away Fiscal Management

Topics

- Intro
- Study Away Budgeting
- Study Away Purchasing
- Program Closeout
- Resources



OGE - Finance

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- Email
 - ugasabo@uga.edu – Study Away (study abroad & field study) financial business
 - StudyAway@uga.edu – all other study away business not related to finance
 - Listservs
 - SAFinance-L – Study Away Business & Finance Updates
 - FSTY-L – Field Study General
 - FACSA-L – Study Abroad General



Study Away Budgeting

- How to Budget
 - Budget Templates
 - [Study Abroad](#)
 - [Field Study](#)
 - Program Details
 - Program Name
 - Term
 - Contact Info
 - Minimum and Maximum # of Student Participants
 - Chartstring Details
 - Course Details



Study Away Budgeting

- How to Budget Cont.
 - Instructional Expenses
 - Employee Salaries
 - Employee Travel Expenses (Airfare, Meals, Lodging, Etc.)
 - Honoraria / Non-Employee Travel Expenses
 - Other Instructional Expenses (such as Classroom rental and Entrance to Educational Venues)
 - Non-Instructional Expenses
 - Provider Fees
 - Promotional Materials
 - Student Participant Travel Expenses (Meals, Lodging, In-County Airfare Only)
 - Entrance Fees to Cultural Venues



Study Away Budgeting

- How to Budget Cont.

- Program Charge Calculation

Total Instructional Expenses + Total Non-Instructional Expenses = **Total Budgeted Expenses**

Total Allocation + Departmental Support + Other External Support = **Total Support**

Total Budgeted Expenses - **Total Support** = **Total Program Charges Needed**

Total Program Charges Needed / # of Students = **Program Charge per Student**

Program Charge Per Student = Deposit + SABD / FSTY Program Fee



Study Away Budgeting

- How to Budget Cont.
 - Budgeting Your Chartstrings
 - Allocation – Fund 10500 Tuition
 - Budget transfer initiated by OGE
 - Used to help support instructional expenses
 - **Best practice: budget transfer funding from 700000 to account codes as planned on approved budget**
 - Program Deposits – Fund 14100 (Departmental Sales & Service)
 - Deposits received through StudyAway Portal, transferred by OGE
 - Used to cover non-instructional expenses
 - **Best practice: budget on DEPT_CHILD and DEPT_REV ledgers based on number of students; may need to adjust budget based on actual number of students participating**
 - Program Charges – Fund 14100 (Departmental Sales & Service)
 - Charges received through Bursar's Office when students register for SABD / FSTY course
 - Funds transferred to chartstring by Bursar's Office
 - Used to cover non-instructional expenses
 - **Best practice: budget on DEPT_CHILD and DEPT_REV ledgers based on number of students; may need to adjust budget based on actual number of students participating**



Study Away Budgeting

- Historical Data
 - Helps you prepare a more accurate budget
 - Previous Year Final Approved Budget
 - Allocation
 - Program Charge
 - Previous Year Actuals (Closeout)
 - Compares final approved budget to actuals spent for variance analysis
 - How was the money spent (account codes)
 - Unanticipated expenses or savings



Study Away Budgeting

- Allowable vs. Unallowable Expenses
 - Varies based on
 - Purchasing method (petty cash, P-Card, PO, etc.)
 - Funding type used (state funds, other departmental funds such as Foundation, etc.)
 - Allowable Expenses (As Listed In Program Budget Template)
 - Instructional Related Expenses
 - Supported by program allocation (fund 10500)
 - Can be charged to the program charge funds (fund 14100)
 - Non-Instructional Related Expenses
 - Supported by program charge funds (fund 14100)
 - Unallowable Expenses
 - Alcohol
 - Personal use items or services
 - Expenses for family or other visitors (these need to be handled as [Accompanying Individuals](#))
 - Student airfare to/from destination



Study Away Budgeting

- What Does OGE Look at When Reviewing My Budget?
 - Data Comparison
 - Previous year actuals to proposed budget
 - Previous year program charge to proposed estimate
 - Credit Hours & Tuition Allocation Generated vs. Total Instructional Expenses
 - Number of Student Participants
 - Exchange Rate
 - External Funding
 - Total Estimated Revenue
 - Faculty to Student Expense Ratio
 - Requested OGE Support



Study Away Budgeting

- **Best Practices**

- Include EVERYTHING
- Obtain quotes early to use in budget estimations
- Notify OGE immediately if you have budget changes to make (due to changes in exchange rate, number of student participants, etc.)
- Budget your 10500 and 14100 funds in FMS according to your approved program budget to make tracking expenses easier
- Have Questions? Ask ugasabo@uga.edu



Study Away Purchasing

- Providers
 - Quotes
 - Itemized
 - Itinerary
 - Break out cost per student and faculty (faculty portion not included as a part of the student costs)
 - Payments for Services
 - OGE can provide advance of allocation for faculty portion of deposit amount – contact ugasabo@uga.edu with details on your program
 - Only AP can sign the contract on behalf of UGA
 - Often best processed as a UGAmart requisition to have multiple sets of eyes on the contract



Study Away Purchasing

- Purchasing Methods Before Travel
 - Purchase Order
 - Provider services
 - Supplies
 - Payment Request
 - Supplies
 - Insurance
 - GL Journal
 - Invoices from other UGA units (ropes course, Bulldog Print + Design)
 - Expense Reimbursement
 - Promo materials, some supplies, etc.
 - Flight can be reimbursed before travel has occurred



Study Away Purchasing

- Purchasing Methods While Traveling
 - P-Card
 - Special P-Card for Study Away program
 - P-Card policy must be followed
 - Purchasing restrictions
 - Petty Cash
 - Requested through the Bursar's Office (validation of request against program budget)
 - Planned use of petty cash must be explained in the application process
 - Deviations from the planned use should be approved in advance.
 - When prior approval is not possible, justification of use will be required.
 - *Request process will be changing – updates will be broadcast through listservs*
 - Custodians are personally responsible for petty cash
 - Purchasing restrictions



Study Away Purchasing

- Final Expense Reimbursement
 - Processed through FMS Employee Self Service
 - Expenses should follow UGA travel policy
- Travel Insurance
 - Domestic Field Study
 - Study Abroad – CISI Insurance
 - Automatically enrolled
 - OGE Initiates payment request using program chartstring



Program Closeout

- How To
 - Closeout Template
 - What You Need
 - Program Roster (names only)
 - Details on any student withdrawals and partial payments
 - Final approved budget
 - FMS queries for actuals details
 - Original transaction details (in some cases)



Program Closeout

- Returning Unused Allocation
 - Funds need to be budget transferred back to OGE
 - Process may vary based on term and time of program closeout
- Refunds to Students
 - Amounts in excess of 5%-15%* of total program revenues will be refunded to students
 - OGE calculates refund amounts and initiates refund process
- Programs That End with a Deficit
 - Deficits can be caused by many factors
 - Emergency Reserve Funds may be petitioned to cover deficit
 - If ERF not approved the chartstrings need to be brought to \$0 by departmental support

*Rate to be determined each fiscal year. Rules based on USG Business Process Manual Section 21



Program Closeout

- What Does OGE Look at When Reviewing My Closeout Form?
 - Compare closeout form data to data on the General Ledger
 - Examine large discrepancies between budget and actuals
 - When applicable
 - Confirms unused allocation to be returned
 - Calculates amount to sweep to ERF
 - Calculates amount to refund to students



Resources

- Helpful Queries & Reports
 - Budget Overview
 - Allows drill down to individual transactions
 - Must search one ledger at a time (DEPT_CHILD / DEPT_REV)
 - Business Manager Workcenter Queries
 - Many queries in one place
 - Entered but pending submission, in workflow, and complete
 - Travel Authorities, Expense Reports, Payment Requests, GL Journals, Budget Transactions, JVs
 - Query Viewer
 - Search by name / description
 - Can save favorites
 - Some OGE Favorites
 - UGA_GL_LEDGER_DETAIL
 - UGA_KK_BUDGET_TRANSACTIONS_2
 - UGA_KK_DEPT_EXP_REV_BALS
 - Argos & Banner



Resources

- Fiscal Year-End Considerations
 - Budget personal services expenses prior to year-end deadline
 - Revise revenue budget based on actual revenue received
 - Estimate what expenses will be paid out before the end of the FY
 - Return unused allocation
 - Defer revenue



Resources

- Budgeting Program Funding
 - Allocation (Fund 10500)
 - Budget transfer initiated by OGE after program budget approval
 - Program Revenue (Fund 14100)
 - Budget journals initiated by department
 - Budget anticipated revenue for Program Deposits and Charges on DEPT_REV
 - Budget anticipated expenses on DEPT_CHILD
 - [Tutorial on how to do a budget transfer in FMS](#)
 - **Best Practice: Use ChartField1**

