Summer and Intersession Programs

www.lsu.edu/studyabroad
LSU Summer and Intersession Study Abroad Programs

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I. Overview

Thank you for choosing to commit your time and effort to directing a study abroad program for LSU students! We can’t run the programs without you and really appreciate your enthusiasm and hard work in making this program possible.

The purpose of summer and intersession programs is to complement and expand on the lessons and opportunities students have on campus and to provide students with a unique learning experience they would be unable to gain anywhere else. The best programs provide students with a combination of coursework and cultural experiences. These programs incorporate their settings into their curriculums and provide students with a unique perspective through which they synthesize what they have learned through formal and informal instruction. Whether a program is developed for students in one field or incorporates several academic disciplines in its course offerings, the opportunities afforded through summer and intersession programs are ones that cannot be duplicated on the home campus.

This handbook is designed to guide you through the rules, regulations, and processes of implementing a summer or intersession program. It is intended to be used by both first-time and experienced directors. In addition to this handbook, Academic Programs Abroad (APA) is also here to help and guide you through the process. This handbook will help to explain the services and assistance that our office can provide. We also have a supplemental guide developed specifically for first-time directors, which you can find on our website.

The success of LSU’s summer and intersession programs reflects the commitment and hard work of our faculty. Our office is very appreciative to you for all you are doing to promote global education here at LSU, and we look forward to working with you in the coming year.

Types of Programs

Throughout this handbook, you will see the faculty-led programs referred to as “study abroad programs” or “summer programs.” While it’s true that the majority of our programs take place in international locations and travel over the summer, not all of our programs fit this model. We do have domestic programs, as well as programs that run during intersession.

In general, APA maintains two types of faculty-led study abroad programs: summer and intersession. Both of these programs can be based in the U.S. or internationally. APA also has semester and year-long exchanges for students, but these are not faculty-led. Please contact either our International Exchange Coordinator (exchanges@lsu.edu) or our National Student Exchange Coordinator (nse@lsu.edu) for more information on sending students on semester or year-long programs.

There are two types of program proposals: domestic and international. On either proposal, you will be asked to circle which type of program you wish to offer:

1. **Summer Programs**: The majority of our faculty-led programs are summer programs. These are three – six week programs where students take six hours (two courses) of credit in courses offered by the faculty on the program. The dates for the programs are flexible, but summer programs cannot depart Baton Rouge until after commencement for spring semester and must
return to Baton Rouge prior to the first class day of fall semester. APA sets up the sections of the courses that are offered on each program and registers the students in the courses. Faculty teaching on the programs receive additional compensation through APA. In addition, all faculty expenses on location and travel are included.

2. **Intersession Programs:** Intersession programs can be offered in winter, spring, or summer intersession. The dates for intersession are set by the Registrar’s office, and study abroad programs must not exceed the first and last days of intersession. Students take one 3-hour course during intersession, and faculty teaching in the program receive additional compensation from APA. In addition, all faculty expenses on location and travel are included. APA will set up and register the students for the courses offered on all intersession programs.

**The Program Cycle**

A faculty-led program takes a full year to plan and implement. Although the specific timeline for any individual program will vary somewhat, a general guideline of a year in the life of a summer program is:

**June – July:** plan dates, locations, types of housing, group excursions, and courses; talk to your Department Head and Dean about your program; let APA know that you are putting a proposal together

**August:** write proposal; draft syllabi; get approval signatures from Department Head and Dean

**September:** submit proposal; revise as needed based on recommendations from Academic Review committee and/or APA; submit photos and text for flyers and website to APA; attend the fall study abroad fair. **Proposals for summer/intersession 2017 are due on September 4, 2016.**

**October – December:** recruit; forward invoices from service providers to APA so that deposits can be made on housing; verify with service providers the last date for getting deposits back; contact students as they submit applications to welcome them to the program; attend risk management

**January:** follow up with service providers; if any payments are due, forward invoices to APA; attend the spring study abroad fair; recruit and follow up with interested students; remind students enrolled in the program that they have until the end of January to withdraw and not lose their $500 deposit; absolute last date to change program fee (any changes to the program price must be made before the last date for students to get their deposits back) **Please note: any time the program fee is changed, students must be given the option to withdraw from the program penalty free.** All faculty are encouraged to set the final prices of their programs in early fall.

**February:** last minute recruiting; contact state travel agent about airfare; finalize course offerings and submit any changes to APA so courses can be set up for summer
March: finalize numbers/contracts with service providers; plan orientations for group; stay in touch with group members; attend accounting orientation with APA

April: attend risk management session (if not attended in September); attend parents’ orientation; submit final invoices from service providers for payment to APA; finalize program itinerary/schedule

Early May: set up/attend final budget meeting with APA; conduct final orientation for students; give students their syllabi and any pre-departure assignments

June – July: conduct program!

Why Students Choose Faculty-Led Programs

The reasons why students study abroad are as varied as the students themselves. In general, there are a few considerations that make short-term, faculty-led programs attractive to certain students:

- **Short-term programs are less disruptive to their lives back home.** This is especially true for non-traditional students who may have families and/or full-time jobs and cannot be away from home for a semester or year.

- **The program is pre-planned.** Students without much travel experience may find the idea of being independent abroad daunting. First-time travelers often appreciate having a more experienced traveler there to serve as a guide.

- **Interest in a specific course.** Taking the courses offered may help a student to graduate early, finish a minor, or explore a topic that’s not usually offered at LSU. Because the courses offered are LSU courses, students don’t have to worry about how credits will transfer back.

- **Word of mouth.** Because 75% of the students at LSU who go abroad go on summer programs, the majority of program alumni on campus are from summer programs. If a student has a friend who studied abroad, that friend probably went on a summer program. Students are more likely to choose programs they’ve heard of from friends (friends who gave positive reviews, that is), so the simple answer is that the summer programs are more popular now because they’ve been more popular in the past.

Expectations and Roles: Program Faculty and APA

**Academic Programs Abroad:**

- With Program Directors, coordinate group travel activities, including faculty airfare and on-site group housing and excursions
- In cooperation with Program Directors, recruit faculty to participate in programs
- Schedule and conduct parent orientations, Terra Dotta training for faculty, and risk management training for faculty
- Set up program applications for students
- Maintain website and Facebook groups for programs
- Set up course sections and enroll students in courses
• Arrange payments to service providers
• Insure that study abroad programs meet with LSU and state rules/regulations
• Assist faculty in resolving administrative and/or organizational problems
• Arrange international health insurance and medical evacuation coverage for students and faculty
• Collect program evaluations from students at the end of the program
• Provide counsel, care, and follow-through in emergency situations involving faculty and/or students

Program Faculty:
• (Program Directors only) Create programs and select locations, housing, and service providers; draft program budget
• Recruit students to participate in program
• Design and teach courses that incorporate the location into the class and field experiences
• Assure that field experiences are integral components of courses
• Arrange and manage group field trips, including travel, itineraries, admission tickets, etc.
• Conduct pre-departure orientations for students that incorporate both program logistics and course materials
• Accompany students on field experiences
• Be available to students onsite in case of an emergency
• Report student absences, illnesses, or behavioral problems to APA staff and/or LSU Police
II. Budgeting and Logistics

Program Budgets and Fees

APA works closely with Program Directors to develop the budgets for their programs. Setting a program price requires as much advanced knowledge as possible and some guesswork. Programs that advertise a set cost, however, gain more credibility than those with estimated costs, so budgetary planning should be the first step in compiling a program proposal. Changing a program fee after it has been advertised will have a negative impact on recruiting.

Before getting into details about budgets, it’s important to understand the terminology used in APA when referring to program budgets. The first thing is that every faculty-led program has two sources of funding:

1. **Program Fee** – this is the fee that each student will pay that covers housing, some meals, field trips, transportation onsite, insurance (for international programs only), tour guide/guest speaker fees, and faculty costs. As Program Director, you will need to determine what this program fee will be. It’s important to note that any airfare, housing, meals, field trips, and onsite transportation that will be paid for faculty should also be included in this fee. This fee does **not** include salaries or tuition paid to overseas universities.

2. **Course Tuition and Fees** – because students receive credit from LSU for the courses they take, they must pay tuition to LSU. The tuition is the same as what they would pay if they were taking classes on the Baton Rouge campus; APA does not set tuition rates and does not have the power to waive them. Out of state students will pay out of state tuition. Faculty salaries are paid from the tuition.

Throughout the year, you will hear APA refer to your program’s budget. This is the budget that you use to determine your program’s program fee. There is a specific template that you should use, which can be found on our website, or you can email Jill (summerabroad@lsu.edu) for a copy. This template was developed to help make determining a program fee easier. For step-by-step directions on filling out the budget template, please refer to the First Time Directors’ Companion.

Program budgets derive from two factors: anticipated costs of services and a projected number of participants. Budgets submitted with program proposals should clearly indicate both the minimum number of participants needed in order to cover all program costs and the maximum number of students allowed. The maximum enrollment on the program will be determined by the maximum amount of housing available.

A. **Projected Numbers of Student Participants**

Determining the minimum number of students needed requires consideration of the following:

- Is the cost low enough to attract a large number of interested students? In general, the higher your minimum number of students, the lower the cost per student.

- Is the price substantially lower or higher than comparable programs at LSU?
• If this program has run before, does its history indicate sufficient student interest to generate the minimum number of participants needed?

• If the program is new, what is a realistic expectation for the number of participants?

• Realistically, will you have sufficient time to devote to recruitment to enroll the needed minimum number of students?

The maximum number of participants must also be established at the time the budget is drafted so as to ensure that sufficient housing is held by service providers. Nobody can guarantee extra rooms will be available later! Maximum numbers must be set and clearly conveyed to APA so as to avoid confusion as programs begin to fill.

B. Exchange Rates

For international programs, there is no way to know what the exchange rate will be on the day you pay for services overseas. Therefore, erring on the side of caution is always preferred. Even with the disclaimer “prices subject to change due to fluctuations in exchange rate,” students will be less than pleased if you have to ask them for more money later on. In addition, students who have already signed up must be given the option of withdrawing with a full refund if the price changes. Legally, we cannot hold students to changes in program prices without giving them the option of withdrawing without financial penalty. Raising your price, especially after you’ve already advertised a lower price, may cause you to lose a significant number of students! Budgeting at a realistic exchange rate is crucial to the success of a study abroad program.

There are several websites that can help you project costs and follow trends in the exchange rate. To get an idea of how the exchange rate for the currency you will be using has been moving, you can consult Oanda, Ruesch, or xe.com.

C. Template for Budgets

A budget template is available on APA’s website. This template lists common expenditures, such as housing, meals, excursions, faculty airfare, etc. These category names are just suggestions, and you can change them to match your specific program. If you work with a travel/service provider who gives you an all-inclusive quote, you do not have to break each item out into a separate line item. You can enter the total amount as “Price to Quote.”

All short-term programs must use this template when submitting a budget and proposal.

Additional Expenses

From the students’ perspective, it is important that you give students a realistic expectation of how much money “out the door” the program will cost. Students should be told how much to budget over and above the program fee and course tuition/fees. You should be prepared to give students a realistic estimate of the following expenses:

• Roundtrip airfare
• Meals not covered by the program
• Passports and visas (if applicable)
• Spending money
When recruiting students, you will be tempted to downplay these costs because it is difficult to tell a student “in addition to the $3500 program fee and the $1800 tuition/fees for the courses, you’ll need an additional $3000 for costs not covered by the program.” This is a difficult conversation to have, but it’s not nearly as difficult as having a conversation in March or April with a student who has suddenly realized that he/she has to pay more than just the program fee and now can’t come up with the money. It will be easier for you in the long run if you sign up fully informed students who know what to expect, rather than filling your program with students who later drop out because of the additional costs. One way or the other, they will find out the “out the door” price, so you might as well prepare them from the beginning!

One thing to keep in mind: APA does not have funds available to “help out” summer programs. Each program must be financially independent. Anything that you want/need/expect to pay must be built into your program fee, including all faculty costs. APA does not have a separate faculty travel budget, so if you intend to pay per diems, mileage to/from the airport, airport parking, etc., these items will need to be included in your budget under “faculty costs.”

Service Providers, Paying Invoices

The most important thing to remember with regards to paying for expenses is that nothing can be paid until the faculty member(s) in question have authority from LSU to travel! APA will help you submit the proper online and paper forms needed to gain this approval. You must have an approved Authority to Travel before any payments are made for your program.

Requests for payments must be accompanied by a detailed invoice. Please explain to your service providers that invoices must show a listing of the services being purchased in order for LSU to process them and should be on letterhead. Payments can be made via wire transfer (for which there is no additional fee) or credit card (which will incur a 1% transaction fee for international transactions); please find out from your service provider which method of payment is preferred. For details on what information is needed to pay an invoice, please see the appendices of this handbook.

Invoices should not be converted to U.S. Dollars by the service provider; Accounts Payable can process invoices in foreign currencies and will alert APA as to the dollar amount of the transaction. Please keep in mind, however, that there is no way to guarantee what the exchange rate will be on the date that Accounts Payable processes the wire request.

Any US-based service provider requesting payment by check must register with LSU’s PRO system before the payment can be made. The PRO system is a database set up by LSU of service providers and vendors. Please contact Jill for information on how vendors can enroll in the PRO system.

Faculty Airfare, Per Diems, and Faculty Expenses

Faculty Airfare
Faculty must use Short’s Travel Management for program-related airfare. You can contact Short’s Travel at state@shortstravel.com or 1-888-846-6810. If you already have an account set up with Short’s Travel, you can go to www.shortstravel.com/lsu and log in to book your ticket. Please make sure that APA is listed as the department that is paying, not your home department.
Tickets will be paid by APA. You do not have to pay for your ticket. Once you have your final itinerary and price, please tell the travel agent at Short’s to book the ticket and charge it to APA. They will then contact Jill for approval.

Per Diems
Payments for faculty per diem are paid in the form of a reimbursement to the faculty member once the program is over. You cannot receive per diem in advance. You will be paid a per diem for any meal not included in the program. If you eat with the group, and/or if breakfast is provided by your hotel, you cannot receive per diem for those meals.

The rates for meals are as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Sites, New York City, Washington DC</td>
<td>$13/day</td>
<td>$19/day</td>
<td>$36/day</td>
</tr>
<tr>
<td>Alaska and Hawaii</td>
<td>$12/day</td>
<td>$17/day</td>
<td>$32/day</td>
</tr>
</tbody>
</table>

**Faculty Expenses**
All faculty expenses, except salaries, should be built into the program fee. APA does not have separate funds available for faculty travel, so if you intend to claim reimbursement for mileage to/from the airport, parking at the airport, etc. you will need to add these items into your program budget.

Before you leave, APA will pay any invoices you submit for the group. However, it is possible that some of the items in your program budget cannot be paid in advance, such as tour guide speaking fees or entrances to museums. For the money that is in your budget but has not been paid in advance, you will receive a travel advance from LSU. The money will be deposited in your account in the United States. You will be able to designate in Workday whether you want to use the same account that your paycheck goes into, or a separate account that you set up for the program (recommended).

Please check with your bank before you leave for the most affordable way to transfer the funds to the host country and ask them to authorize your ATM card for use abroad. It is a good idea to maintain a separate account dedicated entirely to the program expenditures so that you can avoid confusion with personal finances. Your bank statements will record the amount of every transaction, the exchange rate used, and the fee charged for the transaction. You will need to submit proof of exchange rate used when you submit your receipts to LSU, so you need to print these statements out and submit them along with your ATM receipts. Bank transaction fees are a legitimate program expense and can be built into your budget.

**Caution:** if you do not submit receipts for your actual exchange rate, LSU will use an online historical exchange rate calculator to determine the bank exchange rates for the dates of your program. These bank exchange rates may or may not represent the actual rate that you received. The only way to get credit for your actual exchange rate is to provide written proof of the rate.

If you do not spend the entire advance (or if you cannot provide receipts showing how a portion of the advance was spent), you will be required to refund the remaining (or unaccounted for) amount to LSU.

If you spend more than the amount of the advance, you will not be reimbursed for the extra funds. The group advance you receive will be the total amount of income generated by your program, minus any
pre-paid expenses. These funds are the only funds available to pay the expenses of your program, and APA does not have the ability to supplement programs. Unfortunately, if you spend more than the travel advance, you will be dipping into your own resources. Therefore, it is imperative that you keep track of how much you have to spend and how much you have already spent.

More information on group advances can be found in the appendices of this handbook.

**Salaries**

Compensation for faculty on study abroad programs is based on program enrollment as follows:

<table>
<thead>
<tr>
<th>Program Enrollment</th>
<th>Faculty Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-8 students</td>
<td>$2,750</td>
</tr>
<tr>
<td>9-12 students</td>
<td>$3,300</td>
</tr>
<tr>
<td>12-15 students</td>
<td>$3,850</td>
</tr>
<tr>
<td>16-20 students</td>
<td>$4,400</td>
</tr>
<tr>
<td>21-25 students</td>
<td>$4,950</td>
</tr>
<tr>
<td>26 or more students</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

In addition to these salary amounts, Program Directors (one per program) will also receive an additional supplement based on enrollment:

<table>
<thead>
<tr>
<th>Program Enrollment</th>
<th>Director Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-8 students</td>
<td>$550</td>
</tr>
<tr>
<td>9-12 students</td>
<td>$1,100</td>
</tr>
<tr>
<td>12-15 students</td>
<td>$1,650</td>
</tr>
<tr>
<td>16-20 students</td>
<td>$2,200</td>
</tr>
<tr>
<td>21-25 students</td>
<td>$2,750</td>
</tr>
<tr>
<td>26 or more students</td>
<td>$3,300</td>
</tr>
</tbody>
</table>

The minimum enrollment for any program is five students. The salary amounts above assume that all students in the program are enrolled in two courses each; programs where students take one course will have the salary amount for teaching (the first amount listed) cut in half.

The money for the salaries comes from the tuition that students pay, not the program fee. The amounts for salaries should not be included in the program fee or on the budget template.
III. Course Planning

Program and Course Registration

Program Registration
To apply to an APA short-term program, students click on the “Apply Now” button on the program’s website and login to our online system with their myLSU username and passwords. Once they’ve completed all of the online application materials, the online system will route the application to Jill for approval. Applications are accepted on a first come, first served basis based on the date on which it is received in APA.

The application deadline for summer/intersession 2017 programs is **Friday, March 31, 2017**.

All students signing up for a short-term program must meet the pre-requisites for the courses they wish to take as outlined in the LSU General Catalog. Pre-requisites cannot be waived for study abroad participants; all students must meet the requirements for the individual courses.

APA only has three criteria that students applying for short-term programs must meet: (1) students must have a 2.5 or better cumulative GPA, (2) students cannot be on academic or disciplinary probation, and (3) applicants must be legal adults (18 years of age or older) at the time that the program starts.

Students who wish to request exemptions from the GPA qualification must have the written approval of both the Program Director and their academic Dean. Students who are on academic probation must have written permission from their academic Dean before they will be accepted into an APA-run program. The only person who can offer an exemption to a student who is on disciplinary probation is the Dean of Students. This exemption must be received in writing by APA. No exemption will be made for students who are not yet legal adults by the start date of the program.

If you wish to set additional selection criteria for your individual program, you may do so. However, you may raise the minimum cumulative GPA, but you may not lower it below 2.5.

Any selection criteria you establish must be quantifiable and applied evenly to all students. GPA, year classification, enrollment in a specific major or degree program are all acceptable selection criteria. Maturity is not an acceptable selection criteria.

Selection criteria cannot violate discrimination laws, such as age, sex, or national origin.

If your program is a language-intensive program that requires language competency above and beyond the course pre-requisites, you may conduct interviews in the language and/or ask for essays written in the host language.

Programs that require a minimum level of physical ability and/or programs that are based in locations where medical treatment may not be readily available must make this clear to students before they sign up.

Students with disabilities cannot be forbidden from participating in programs. There are many resources to help you in preparing your program for a student with a disability. Your first resource
should be LSU’s Office of Disability Services. In addition, you will also want to check out the many resources available through Mobility International (www.miusa.org).

Course Registration
Sections of courses offered on short-term programs will be set up by APA, and APA will register students for their courses. Students should make sure that any advising flags on their accounts have been lifted. Please remember that students cannot take courses for which they do not meet the prerequisites. For example, freshmen cannot take 4000-level courses.

 Orientations

Once the deadline for applications has passed and you know which students are participating in the program, you should hold several planning meetings with the other faculty participating in your program to solidify plans for the program and prepare for the pre-departure orientations.

You want to have at least two pre-departure orientations with students. The amount of information you need to give to students before they leave is too much to be absorbed in one meeting.

One meeting should focus on the practical details – travel documents, arriving at the site, emergency contact information, the student code of conduct, etc. You should also emphasize the purpose of the short-term program, i.e. that academics are the first priority and that students should expect to work.

The second meeting should focus on cultural notes – what differences the students should expect, how to deal with culture shock, different customs and traditions they should be aware of, etc.

In addition, APA will schedule an orientation with your students to discuss insurance, fee bills, and course registration. You can either keep the students after and use it as a program-specific orientation, or let them go once the general session is over, but all programs must meet with APA.

 Withdrawing From a Program

Students on 2017 programs have until February 3, 2017 to withdraw from a short-term program with no financial penalty. To withdraw, a student must submit a letter to APA asking to be withdrawn from the program. Students can send emails as long as they are sent from the students’ myLSU accounts (because those email addresses are verified). APA also has a withdrawal form that students can sign in person in 103 Hatcher Hall. Phone calls or conversations will not be accepted as withdrawal notices, and parents may not withdraw a student from a program.

After February 3, students will be assessed a financial penalty for withdrawing. The amount of the penalty depends on the date on which APA receives the withdrawal. The later the student withdraws, the more he/she has to pay. The withdrawal schedule for 2017 is as follows:

<table>
<thead>
<tr>
<th>Withdrawal date</th>
<th>Penalty amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal after February 3, 2017</td>
<td>$500 deposit will be paid</td>
</tr>
<tr>
<td>Withdrawal after March 3, 2017</td>
<td>$500 deposit and $500 payment will be paid</td>
</tr>
<tr>
<td>Withdrawal after March 31, 2017</td>
<td>$500 deposit and $1,000 payment will be paid</td>
</tr>
<tr>
<td>Withdrawal after April 21, 2017</td>
<td>$500 deposit and entire program fee will be paid</td>
</tr>
</tbody>
</table>
Appendices

- What Do I Need to Pay an Invoice?
- Allowed vs. Disallowed on Group Advances
- How to Submit Receipts from Group Advances
What Do I Need to Pay an Invoice?

Sending a Wire:
- Invoice showing amount due and beneficiary
- Wiring instructions (name of bank, SWIFT code, IBAN, city, country)
- Approved Authority to Travel

Credit Card Payment:
- Invoice showing amount due and beneficiary
- Payment instructions (Call in a payment? Log in to website? Fax in credit card authorization form?)
- Approved Authority to Travel
- Receipt showing amount paid (after payment is processed; must have a guarantee that such a receipt is possible before payment will be made)

Airfare (state agent):
- Final itinerary emailed to Jill
- Approved Authority to Travel

Airfare (website or agent other than state agent):
- Quote from service provider
- Quote from Louisiana Travel
- Email permission from Donna Torres to use other service provider
- Approved Authority to Travel
- Invoice or receipt showing how much was paid (if ticket requires instant purchase, you must pay it and be reimbursed)
Allowed vs. Not Allowed: Group Advances

Allowed:
- Tips/gratuity for group meals
- Snacks for group
- Fieldtrips and/or cultural events
- Museum entrance fees
- Classroom supplies
- Tour guides
- Telephone(s) for Program Director(s) and extra minutes for phone (only for group-related calls)
- Theatre tickets for group
- Postage
- Photocopying
- Faxes
- Tolls and/or gasoline (only if Authority to Travel includes permission for rental vehicles)

Not Allowed:
- Faculty meals that are not part of the group
- Tips/gratuity for individual faculty meals
- Tips to bus drivers, except for baggage handling. The fee for baggage handling is set at $1/bag
- Tips other than baggage handling and gratuity for group meals
- Alcohol
- Gifts for service providers
- Gifts for students, faculty, or administrators
- Personal faculty travel
- Medical expenses for individual students or faculty
How to Submit Receipts from Group Advance  
(so that LSU is happy and you don’t have to retape hundreds of receipts)

Anytime you spend a portion of your group travel advance, you must get a receipt!

Please be aware that often tickets for events also serve as receipts. If you cannot get a separate invoice for all the tickets, you must collect the tickets from the students after the event, since they document the activity and the price paid. Please remember that Credit Card receipts only record the transaction and overall amount of money paid. They are different from original invoices! Our office needs the detailed invoice for any purchase or activity.

Group advances sound complicated, but in reality if you keep up with them daily (or nearly daily), they are not that difficult to track. APA will provide you with an Excel spreadsheet to use in keeping a log of your receipts and their accompanying exchange rates. You should number the receipts so that the number on the receipt matches the line number in the Excel spreadsheet. With this spreadsheet, you will also be able to keep track of how much you have spent from your overall advance.

**How should receipts be submitted to LSU?**
- One receipt per line item on spending report
- Taped to 8.5” x 11” paper
- Tape should not cover the amount on the receipt
- Numbered and taped in numerical order
- Do not stack multiple receipts; receipts should be taped flat onto the paper

Receipts must be taped to 8.5” x 11” paper when they are submitted. The reason for this is that the receipts will be scanned so that they can be stored electronically and then destroyed by Accounting Services. The receipts must be submitted in such a way that they can go through a copier and be scanned. Staples will jam a copier and prevent the document from feeding through the machine correctly, as will receipts that hang off the edge of the paper or that are not securely taped down.

Please make sure that your receipts are taped to 8.5” x 11” paper and clearly numbered (the numbers should correspond to the line item in the Excel spreadsheet) before you submit them to APA. Receipts that are longer than the paper must be cut down. Paper that is not 8.5” x 11” must be cut down.

APA will check the receipts and verify the final total with you before submitting the receipts to Accounts Payable & Travel. If you owe part of the advance back to LSU, you should submit a check (made payable to Louisiana State University) for the amount to be refunded at the time that you stop by APA to sign the Travel Expense Voucher for your receipts. All advances, both personal and group, must have a signed Travel Expense Voucher on file and must be reconciled by the 15th of the month after your return. In other words, if you return at any point in July (regardless of whether you return on July 1 or July 31), your receipts must be submitted to Accounts Payable & Travel by August 15.