



Office of International Programs
201 Wingo Hall
Charleston Southern University
Charleston, South Carolina



Budget & Financial Information

1. It is the responsibility of the sponsoring professor to develop, administer, maintain, and submit accurate records and reports relative to the study trip. The Business Office will create a trip account for each approved international study trip and will handle major expenditures of funds (airline ticket purchases, wire transfers of funds to overseas vendors for lodging and transportation expenses, withdrawals for tuition payments, etc.) Managing expenditures during the trip is the responsibility of the sponsoring faculty member as is submission of all post-trip financial reports.
2. Purchases and payments to vendors during the trip may be made with cash withdrawn from the trip account prior to departure or through the use of a specially issued University International Travel credit card. The Business Office will assist the sponsoring faculty member with these arrangements.
3. Each trip participant will have his/her own individual trip account set up by the Business Office. Deposits made will be identified by individual participant and updated reports will be available to faculty sponsors upon request. All international study trips must be paid-in-full prior to trip departure, including tuition payment for the trip's academic course component.
4. A *Deposit Schedule* should be established by the sponsoring professor for deposit of funds by trip participants. This will ensure that sufficient monies are on hand when pre-departure deposits need to be made to confirm travel and/or lodging reservations. A schedule of deposits also provides participants with a timeline for obtaining the necessary funds and enables the sponsoring faculty member(s) to keep up-to-date on the financial status of all participants.
5. Contributions made into an individual's account may be tax deductible providing such contributions are made to *Charleston Southern University* with the individual participant's name entered in the "note" line of the check.
6. Once the trip has received official university approval, the sponsoring professor should:
 - a. Meet with Business Office personnel (Carol Savory) to set up a trip account
 - b. Provide a list of trip participants to the Business Office
 - c. Inform trip participants that each has an account in the Business Office into which their monies are to be deposited.
 - d. Carefully monitor participant contributions
 - e. Maintain accurate records and receipts of all pre-departure expenditures



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7. Receipts need to be obtained for all purchases and expenditures—including those prior to, during, and subsequent to the trip. This can be difficult in some countries but every effort should be made to have a receipt for each trip-related purchase or payment. Photocopies of such receipts will be submitted to the Business Office along with a final Budget report following the trip. Original receipts are to be kept in the faculty sponsor's files.
8. University funds may not be used for the purchase of any goods and/or services not consistent with established CSU policies and practices.
9. University funds cannot be used for personal purchases.
10. Payment for the trip's academic course tuition will be made by Business Office withdrawals from each participant's study trip account. Therefore, when developing the trip budget, the faculty sponsor should incorporate course tuition into the anticipated per-participant costs.