

## **OFF CAMPUS/STUDY ABROAD CLASS FEE GUIDELINES**

- 1) The instructor will submit a detailed budget breakdown of class fees and other expenses with the Special Study Course Approval Form or regular schedule submission to the appropriate Dean and/or Provost.
- 2) Once approved, the instructor will forward a copy of approval and class fee to Registrar's office who will add the class fee to the appropriate course. The Registrar will forward a copy of the approval noting the course number and class fee budget to the Controller's office.
- 3) Controller's office will request the Budget office to allocate the anticipated revenue; a funds reservation will be created to encumber the anticipated class fee revenue until expenses are processed.
- 4) The class fee will be applied to the student accounts receivable using AR code #1402 when bill is run for the appropriate semester. If the class fee needs to be moved to a different general ledger account number, the Controller's office will move via a journal entry.
- 5) The instructor will communicate class fee payment expectations (i.e. advance payments) and whether any of the class fee will be refundable or nonrefundable (in full or partial) if a student drops the course prior to its start. The instructor should ensure all students have required vaccinations and health insurance. The instructor is advised to check on health care availability.
- 6) Each instructor will complete a Travel Approval Request (TAR) form, obtain all appropriate signatures prior to any travel, and submit to the Budget office at least two (2) weeks prior to travel. The instructor must attach a copy of the class fee budget and a listing of all students and faculty traveling for the course. If more than one instructor is traveling then only one of them must attach the budget and class list. If traveling outside of the United States, it is the instructor's responsibility to follow all US and PASSHE Export Control Laws, which can be found under Forms and Policies on the [Grants Development](#) web page.
- 7) Any prepayments (i.e. airfare, lodging, etc.) can be made with one of two options: MU travel card (within card credit limits) or utilizing the purchasing department. If the travel card is used, the employee can request reimbursement using a TAR for prepayments and submitting original, itemized receipts. These prepayments can include payments made on behalf of the students registered in the course because it is considered student related teaching travel. Employees must follow the travel procedure directives as found on the [Office of Budget Planning](#) web page. Exception to travel reimbursement in regards to subsistence: If food is purchased by the instructor to prepare a group meal or meals (instead of eating at a restaurant) the university will allow reimbursement to that instructor for another employee's meal expenses if that employee is a member of the group. If a larger group is traveling then the employee may find it necessary to utilize the purchasing department for bids and service purchase contracts to procure some or all travel arrangements depending on the

expense amount. Remember that certain contracts need to receive legal approval so it is essential to start the process with enough lead time.

- 8) In accordance with Mansfield University travel procedures, within two (2) weeks after returning from the trip, a Travel Expense Voucher (TEV) must be processed even if a cash advance was provided and no additional reimbursement is needed. The employee is to submit original, itemized receipts with the TEV and an updated budget as to how the funds were expended. The employee may be held personally responsible for any unsubstantiated expenditures.

## CHECKLIST FOR OFF CAMPUS/STUDY ABROAD CLASS FEE COURSES

- Create a detailed class fee budget

Class fee:

- REFUNDABLE
- NON-REFUNDABLE
- ADVANCE PAYMENT REQUIRE (BY DATE \_\_\_\_\_)

- Submit course and class fee budget for approval by Provost/Dean

Forward Approved class fee budget to:

- REGISTRAR'S OFFICE (will add class fee to course) Registrar to then forward to Controller's Office
- CONTROLLER'S OFFICE (will notify budget office)

- Obtain and use Mansfield University travel card (not purchasing card) for expenses

OR

- Procure travel arrangements i.e. travel agent, lodging, transportation, subsistence via Purchasing Department following appropriate policies and procedures (may require bids and service purchase contracts and PASSHE Legal department approval so plan accordingly)

- Complete a Travel Approval Request (TAR) form at least 2 weeks prior to travel and submit to Budget Office (attach a copy of the class fee budget and a listing of all students and faculty traveling)

- Instructor must read, understand and follow PASSHE Export and Embargo Control Laws if traveling outside of the United States (found on Grant Development webpage). Complete export controls decision tree/checklist for license exception and associated exception certification if appropriate

Suggestions:

- Check health care availability in area
- All travelers have health insurance
- Required vaccinations up to date for all travelers
- Passport or Visa
- Power of Attorney for out of country travel
- Obtain and use a receipt book for purchases made while traveling where no receipts are given (i.e. Mom and Pop roadside stands)
- Complete a Travel Expense Voucher (TEV) within 2 weeks after returning from the trip and attach original, itemized receipts, and an updated budget has to show how the funds were expended