

INFORMATION FOR FIELD ADVANCE CUSTODIANS LEADING UW INTERNATIONAL STUDY PROGRAMS

HONORARIA and SALARIES:

- You cannot pay American citizens using Field Advance funds. If you know that American citizens will be providing a service to the program while you are overseas, have them invoice the UW (by sending it to the IPE) for the services rendered. An invoice template for independent contractors can be obtained from IPE.
- You can pay host nationals (citizens of other countries not residing in the US) from the Field Advance funds. Make sure you get a receipt that includes a verification of their nationality and confirmation that the work was performed outside the US. The IPE honorarium receipt template suffices for this.
- You can pay UW employees only through the UW Payroll system. You will need to inform the IPE well in advance if your program plans to compensate any UW employee.
- You can pay Student Assistants by having your home department put them on the UW Payroll as Student Assistants, and then every two weeks you report the hours worked to your home department. You can do this by e-mail to your departmental Payroll Coordinator. The UW then pays the Student Assistant (who has set up Direct Deposit), and that SA then can withdraw the money from an ATM on site.

FOOD AND BEVERAGES

Make sure that you differentiate expenses for food and beverages when the recipient of same is not a member of program and the event is not a program activity.

Example: the students eat lunch as a group on a faculty-led excursion. You invite the bus-driver, a host university administrator, or the home-stay coordinator to join you. You pay for the entire lunch with funds from your Field Advance.

This is permissible and should appear on your Field Advance Accounting as "Lunch for group".

But food and/or drink expenses for the non-group members for non-group activities **cannot** be charged to the program budget and will have to be charged (after the program) to a *gift budget* (prefixed by 64-, or 65-) within your own home department. Your Field Advance Final Accounting should reflect what amount is to be charged to the program budget, and what amount should be charged to this departmental discretionary account.

You should share this information with your department chair to determine *before the program* how much of these (usually limited) funds the department wishes to commit for this purpose.

You may use Field Advance funds for Group meetings and/or an orientation gathering with food and beverages prior to going overseas up to a limit of \$150 per program. This event will be a line-item in your program budget. Food and beverage expenditures above \$150 will need to be charged to your departmental budget.

You cannot purchase alcohol with program funds. It is OGA/IPE policy that University funds cannot be used to purchase alcohol for students participating in international programs and activities.

TIPS AND GIFTS

All tips and gifts should be charged a departmental discretionary budget when you complete the program. The only exception is where the tip is included on the receipt for the service received. Sample receipt:

SAMPLE RECEIPT

TRATTORIA DEL PALLARO Di Fazi G. Battista Largo del Pallaro, 15 00186 Roma – Tel. 06 68801488		
Quantity	Item	Amount
	Wine-Beer	
	Mineral Water	
	Pizza	
	Antipasti	
	First Course	
	Second Course	
	Side Dishes	
	Cheese Plates	
	Fruit	
	Dessert	
	Coffee	
22	Fixed price menu	€290,50
	Sub total	€290,50
	Servizio % / Tip	€45,00*
	Totale	€335,50**
Grazie e Buona Serata!		

Write in Tip.

*Recalculate total including tip. Write in new total.

**Account for total with tip on field advance accounting ledger.

DURABLE GOODS

You cannot use Field Advance funds to purchase durable goods that will outlast the program. Instead, these should be rented or leased. Check with Classroom Support Services to see what kinds of equipment is available for rental. If essential items are unavailable for rental, these items should be submitted to the IPE along with the Field Advance Accounting.

Any and all durable goods required by the program should appear in the Program Budget.

*Office of International Education
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