TRAINING SUPPLEMENT:
Cal Poly Global Programs
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Cal Poly Global Programs: Welcome

- This training module is a supplement to the general FACULTY LEADER TRAINING.
- It includes additional information pertinent to Faculty Leaders on Cal Poly Global Programs.
Cal Poly Global Programs: Online Faculty Resources

- Abroad.calpoly.edu
  - FACULTY
  - Faculty Resources
- Key Resources for Cal Poly Global Program Faculty Leaders
Cal Poly Global Programs:
Online Faculty Resources

- Travel Companion Form

SECTION I: Travel Companion Planning

[Check here if you will be accompanied by anyone else, and then proceed to section II.

Independent or Dependent

[Please give the individual's full name here]

Relating to you

[Specify relationship of at least one country or state of your nearest permanent residence]

In order to identify information regarding the visiting faculty or professor, the possibility of the visit may have been arranged

Will the traveling companion have the same employment or position or staff position? (Please list)

[If not, the name and position of other companion(s) or employee(s) will be considered]

[Please provide the name and position of any other companion(s) or employee(s) if any]

SECTION II: Agreement and Signature

By signing below, I hereby agree and accept that:

[The information in this statement is provided in the document to be signed and completed on the basis of it]

[Information should be accurate and complete, and all necessary information should be provided in the document]

[Signature]

[Date]

[Signature]
Cal Poly Global Programs: Budget & Allowable Expenses

- The International Center, working with faculty and Service Provider(s), complete program budgets
- Fiscal Services - Travel Accounting
- Compliance with Federal, State and CSU policy
- Faculty must receive preapproval prior to purchasing any program related expense
- Use the expense tracking spreadsheet
- All cash advances are tracked via the Travel Pre-Authorization Form (formally the Travel 1 A form)
  - The International Center will complete a Travel 1 A form, documenting faculty budgeted expenses and cash advances
Allowable expenses include:

- Per diem (up to amount detailed in budget)
- Housing
- Airline tickets
- Cell phone/minutes
- Local transport
- ATM charges (only for those carrying program funds)
- Program supplies (i.e. photocopies)
Examples of expenses **not** allowed:

- Alcohol
- Gifts
- Faculty personal travel (during weekends/open times)
Cal Poly Global Programs: Budget & Allowable Expenses

- Faculty are compensated for the following expenses:
  - Per diem –
    - Programs lasting 30 days or longer – 30% of the U.S. Department of State foreign per diem
    - Programs lasting 29 days or less – per diem established with the International Center; the federal per diem is an “up to” amount
Cal Poly Global Programs: Budget & Allowable Expenses

- Faculty are compensated for the following expenses:
  - Housing
    - The International Center, working with a Service Provider helps to secure faculty housing
    - On programs lasting 30 days or longer, faculty are expected to have accommodations with kitchens.
    - On programs lasting 29 days or less, faculty can stay in a hotel. The housing rate is established with the International Center. The federal housing rate is an ‘up to’ amount.
Cal Poly Global Programs: Budget & Allowable Expenses

- Faculty are compensated for the following expenses:
  - Airline tickets
    - Airfare from SLO
    - Giselle Travel (a state contracted vendor)
      - Faculty will be given account numbers for billing
      - Faculty can purchase their own airfare, provided they stay within the budgeted amount
        - Faculty can purchase first, then be reimbursed
        - Faculty can receive a cash advance to purchase tickets
  - If faculty prefer to fly from LAX or SFO, a rental car can be used if the amount is within the budgeted allotment
Cal Poly Global Programs: Main Contacts

- Key CPIC contacts include:

  - Nayree Barnett, Study Abroad Advisor, nbarne01@calpoly.edu
  - Sara Otis, Study Abroad Coordinator, sotis@calpoly.edu
  - Cari Moore, CPIC Director, cmoore36@calpoly.edu
  - General Email: globalprograms@calpoly.edu
Cal Poly Global Programs:
Weekly Email Updates

- We ask that ONE Faculty Leader in each program send a weekly update by email, on the same day each week to both:
  - Global Programs staff, globalprograms@calpoly.edu
  - Cari Moore, cmoore36@calpoly.edu

- The update should be a brief narrative update (paragraph or bullet point formats are acceptable), and should include:
  - Major events of the week (highlights/lowlights)
  - Any incidents or challenges (and any help needed from the IC)
  - Anything else relevant (e.g., tips for next time, slight changes in plans, etc.)
**Cal Poly Global Programs: Upon Return – Accounting**

- **Within 10 days of the end of the program**
  - **Reconcile program funds**
    - The Faculty Leader will submit to a detailed statement of revenues and expenditures on the template provided, together with receipts.
    - If you will not be on campus within 10 days of the end of the program, you must make arrangements in advance.
Cal Poly Global Programs: Upon Return – Post-Program Report

- **Due within 30 days after the program**
  - Submit a **Post-Program Report** that identifies particularly strong areas and problem areas of the program
    - This report provides an insider’s perspective on the relative success of the program
    - In the report, you will be asked to comment on the following topics:
      - Pre-program planning, recruitment, and marketing
      - Orientations (Pre-Departure and Arrival)
      - Academic program including course design
      - Field experiences and excursions
      - Academic resources, including classroom facilities, library facilities, etc.
      - Language classes (if applicable)
      - Relationship with on-site Service Provider / Host University
      - Housing accommodations (student and faculty)
      - Health and safety incidents and analysis of response
      - Suggestions to improve the program in the future
Questions?
Please contact the International Center
Building 52-E32
globalprograms @calpoly.edu