EDUCATION ABROAD TEAM

Dr. Christina Kinney
Acting Director of International Programs and Services
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Oversees the campus risk protocols and emergency response for international travel. Financial Manager of MAPS cost/fund centers. Manages the overall MAPS proposal review and approval process.

Ms. Dawn Wharram
Education Abroad Advisor
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Advises all study abroad participants and monitors/assists students in completing paperwork from application through re-entry.

Graduate Assistant
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Works directly with students to answer application/paperwork questions. May provide Program Leaders (upon request) updates regarding application numbers, applicants’ paperwork progress, and applicants’ payments.

Traci Benson
International Programs Clerical Assistant
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Assists in participant deposits, program-related purchases, refunds, and reimbursements.

Dr. Jason Petula
Faculty Coordinator of Internationalization
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Leads the Comprehensive Internationalization Advisory Board.
EDUCATION ABROAD CONTACT INFORMATION

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Millersville, PA, USA 17551

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Main Office Phone Number: 717-871-7506
Education Abroad Email: Education.Abroad@Millersville.edu
Emergency Phone: 717-680-7357
Emergency App: WhatsApp

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NOTE: This document is updated regularly as policies and procedures across campus offices change or IPS learns new information.
Updated as of 4/6/2023
FINANCIAL MANAGEMENT AND FUND CENTER CREATION

The Office of International Programs & Services (IPS) is the financial manager of all MAPS programs’ cost/fund centers (Unless it is a trip led by Millersville Athletics which needs to adhere to NCAA regulations).

IPS will review and approve the program budget and payment plan during the MAPS proposal review process. Note: When a Program Leader secures outside funding or grants for a program, the Program Leaders Department and/or College will also review and approve the program budget.

IPS will be the liaison with campus offices to ensure all Millersville University policies and regulations are being adhered to.

Below is a simplified list of financial steps that occur after a MAPS proposal is approved:
These are expanded upon in more detail in the following sections.

Pre-Departure
1. IPS prepares and enables the program brochure with a cost sheet and payment schedule.
2. IPS requests a new fund center if a new program or confirms the existing fund center for a recurring trip.
3. IPS sets up the program as a product on the online Storefront.
4. Payments are automatically deposited into the fund center via the online Storefront.
5. (Optional) Program Leader(s) may request a PCard or TCard if they do not have one.
   a. Prior to the trip, Program Leaders(s) should contact the Purchasing Office to request that their card PCard/TCard limits and MCC codes be updated for a MAPS trip.
6. Program Leader(s) submit all contracts to IPS for vetting with the Purchasing Office.
7. Program Leader(s) or designee make pre-trip payments (Ex. Pcard, TCard, wire transfer, etc.)
8. Program Leader(s) complete a Travel Request in their ESS account.

While Abroad
1. Program Leader(s) tracks/monitors all expenses and collects receipts.
2. Program Leader(s) make any on-site payments (Ex. Pcard, TCard, cash)

Upon Return
1. Program Leader(s) or designee pay all outstanding invoices.
2. Program Leader(s) should confirm with IPS if any participant is eligible for full or partial refund, including previously withdrawn participants if they have not yet been processed.
3. Program Leader(s) submit a Travel Expense Report through their ESS within 90 days.
4. (If applicable) Program Leaders(s) should contact the Purchasing Office after the trip so their card PCard/TCard limits and MCC codes can be reverted back to default until the next trip.
5. Upon confirmation that all the above has been completed, IPS completes a financial audit of the trip and the fund center and records any surplus or deficit. Additional action may be taken depending on the outcome of the review.
6. IPS provides the Program Leader(s) a MAPS Fund Center Receipt for their records.
MAPS Fund Center Management:
When a new MAPS Program Proposal is approved, IPS will contact the Accounting and Budget Office to create a unique fund center for the trip. For new programs and one-off programs, the fund center will be specific to each MAPS program and term. Programs approved with “recurring” status will continue to use their assigned fund center for each trip. IPS will be the financial managers of the accounts. All participant payments will be deposited to this account. All program expenses should be posted to this account, including Travel Requests in ESS. After the trip, grants and other sources of financial support will be credited to the account and all final payments and/or refunds will be made. (Updated)

NOTE: New and one-off MAPS programs will not be permitted to roll over existing accounts to a new year unless they receive “recurring” status. However, a deferred program, which has not yet started receiving payments, and programs with “recurring” status will be permitted to do so. (Updated)

Using Grants towards MAPS:
In some situations it may not be recommended for external funding from grants or department funds to be deposited or transferred to the assigned MAPS fund center prior to the trip. These funds may be required to remain under your or the department/college’s financial management until the post-trip financial review. If permitted, PLs can transfer all or a specific amount of the funds to the trip’s fund center. Discuss with IPS and the funding source what would be the best way to access and use the funds towards the MAPS program, and if you have any questions or concerns.

MAPS PROGRAM BUDGETS AND FINANCIAL PLANNING

Program Leader Responsibilities:
Program Leaders (PL) are responsible for ensuring all program-related costs are listed on the program budget that PLs submit as part of their MAPS Proposal. PLs are responsible for ensuring the program charge and payment plan for participants is sufficient to cover all program expenses, unless additional funding sources are available and known at the time of proposal. (If included on the proposal, a description of how additional funding sources will be used should be included.) PLs are responsible for ensuring that program costs are not excessive or insufficient, and that program surpluses and deficits are within reasonable margins. PLs are ultimately responsible for securing funding to make all outstanding payments and clearing any program deficits.

Program Reserve:
Timing of bookings, exchange rates, currency trends, and fluctuations in the market are key factors when budgeting for an international program, months in advance. Additionally, the Millersville online storefront requires the hosting office/MAPS program to pay the ~2-4% transaction fee for each payment. To cover the fees and other unexpected charges, IPS requires a minimum 4% program reserve to be added to the MAPS Program Budget’s Estimated Total, before the cost per participant is calculated. PLs may increase the reserve % if they anticipate a large fluctuation.

MAPS Fund Center Receipt:
At the end of a trip, IPS will provided a MAPS Fund Center Receipt listing account information. The receipt notifies PLs if there was a surplus or deficit, lists the amount that was earmarked for their future use (if applicable), and provides any important notes or comments. This receipt will be on file with IPS.
When starting a new MAPS Proposal, IPS will consider a pattern of budget deficits during the approval process and provide suggestions for reducing financial risk. PLs may also apply surplus funds to the next trip during the proposal process, which can help with start-up costs or can reduce the Program Charge for participants. At any time, PLs may gift surplus funds to another Program Leader (in the case of retirement or just general generosity).

Example of a MAPS Fund Center Receipt:

<table>
<thead>
<tr>
<th>Program Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance of the MAPS program fund center: $885.77</td>
</tr>
<tr>
<td>Program reserve on the original budget: $846.90</td>
</tr>
<tr>
<td>Notes: The program reserve was insufficient to cover the total program deficit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Surplus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Moved to MAPS Overflow for Reserve</td>
</tr>
<tr>
<td>Total (USD): $0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Deficit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes: Unexpected total of $665 for luggage in the departure and return flights. The program was $1,732.67 over budget (based on program reserve and current balance).</td>
</tr>
<tr>
<td>Amount IPS Can Contribute from MAPS Overflow</td>
</tr>
<tr>
<td>Total (USD): $885.77</td>
</tr>
</tbody>
</table>

Budget Surplus:
After all fees, charges, and bills are paid, and all Travel Expense Vouchers are completed, additional program money left over will be reviewed and processed by IPS. The reserve fee will be recouped by IPS for the credit/debit payment charges for the online Storefront. The remaining will either be moved to a MAPS Overflow account managed by IPS (for one-off programs) or will remain in the program fund center (recurring programs). In both scenarios the funds are earmarked for a future trip for that PL. Millersville University does not intend to profit from MU student participants. 100% of the money moved to this account will be reinvested in MU students by financially assisting Program Leaders and future MAPS programs.

Notes for Recurring Programs:
- PLs are permitted to leave some surplus in the account for a budget cushion.
- All funds must eventually be used towards current or future MAPS programs. If PLs decide to use some surplus funds for their next trip, the funds should be included on the proposal budget.
- PLs should self-monitor how much surplus is remaining at the end of the program. Note: MU students may not be charged a for-profit price.

Budget Deficits:
There are many reasons why a program may go over budget, to no fault of the PL. Emergency health and/or logistical issues while abroad may be unexpected expenses not accounted for in the planned budget. Exchange rates and cost estimates for flights can change significantly from the time of completing the Proposal, to when items are purchased, and when the group is abroad. IPS may be able to assist Program Leaders in making up small financial shortfalls – if funds are available in the MAPS Overflow account.
Should a Program Leader spend significantly over their approved budget or if IPS cannot provide financial assistance, IPS will connect with the PL’s Department Chair, Dean, or other campus stakeholders to discuss financial options on how to make up the deficit.

**Program Leader Costs:**
It is important that the budget worksheet reflects all estimated expenses as accurately as possible. The Proposal’s budget worksheet template should be filled out so that participant contributions via the Program Charge, fund all of the Program Leader(s)’ expenses (Primary and Secondary Program Leaders). Should the PL receive external funding to help offset these costs via their department, college, or through grants, those funds may be added to the budget worksheet to reduce the participant’s Program Charge.

PL expenses for the following categories can be covered through this method: transportation to/from U.S. point of departure, airfare, in-country travel, accommodations, meals, international cell data/ Wi-Fi for emergency communication, admission to events/ tours/ excursions, immigration fees such as passport, visa or entry/visitor fees, and other program-related expenses.

**Program Leader Stipend:**
PLs may elect to include a modest stipend in the budget worksheet to compensate their logistical work involved in preparing the program. Ultimately, the cost of the stipend is paid for by the participants’ Program Charge. A stipend too high may make the program financially out-of-reach for some students.

At this time, there is no existing policy for MAPS/study abroad PL stipends or compensation. These stipends will be monitored to ensure fiscal responsibility. They must be included on the proposal budget and receive budget approval. Stipends are paid via a Dual-Employment so that appropriate taxes can be paid. Alternatively, a department or college may elect to pay a stipend rather than putting the costs on the participants.

**Number of Participants:**
Establishing a reasonable per-participant program charge will assist with recruitment and marketing and will allow PLs to budget more accurately. However, occasionally programs lack the minimum required number of applicants to run a financially viable program, or there may be a cost-benefit to limiting the number of participants. It is important for Program Leader(s) to choose an achievable and appropriate number of participants when creating the program budget. Contingency or alternative financial plans should be put in place to help reduce the risk of program cancellation based on under- or over-recruitment.

If the minimum number of participants needed to make the program run has not been met by the program application deadline but the numbers are close, the deadline can be extended for additional marketing and recruitment time. Should the issue persist, at an appropriate point the Program Leader will need to determine if they can financially continue to offer the program without the minimum number of participants.

**NOTE:** If the program is embedded in an academic class and the corresponding class is under-enrolled, the Program Leader must request approval from their academic Dean to permit the class/MAPS program to continue.
**Program Charge:**
While the program charge is one of several costs a participant will pay toward a MAPS program, the program charge includes any program-related expenses that need to be collected from the participant and paid to a vendor or business by the PL or a designee. The PL determines the amount of the program charge on the proposal’s budget worksheet. A PL decides what is and is not included in the charge, though IPS recommends including most major costs such as flight, housing, vendor fees, and activities/excursions. PLs can charge participants a single lump sum of money or divide the total into multiple payments over several months.

Any increase to the participants’ costs via the program charge or their out-of-pocket expenses after the application has been activated, risks application withdrawals and possible program cancellation due to under-enrollment. IPS does not permit increasing the program charge once the applications are opened. Increases to the cost-of-living estimated expenses is permitted. Cost decreases is also permitted. Changes should not reduce the quality of the program for participants.

**NOTE:** In the event the program costs change significantly, Program Leader(s) may be requested to submit a revised budget worksheet and payment plan to IPS at Education.Abroad@millersville.edu for record keeping and so that the program brochure page can be updated and applicants informed.

**Individual vs. Group Costs:**
Wherever possible, list costs on the budget worksheet as per-participant costs rather than a lump sum tied to a certain number of participants. This helps you to not limit yourself to a specific number of participants and your budget can then be more easily adjusted as the number of participants fluctuate.

**Exchange Rate(s):**
Exchange rates are only necessary if the PL is making payments in a foreign currency. If applicable, enter a conservative estimate for exchange rates to allow yourself a buffer in the event of significant rate fluctuations. High-travel months (summer months and New Year’s) tend to be when exchange rates can change drastically.

**Meal Expenses:**
As a general principle, group meals in the program budget should cover both the Program Leader(s) and participants. Individual meals for the Program Leader(s) should be included in the section of the program budget listing Program Leaders’ expenses so that the funds from the participants’ program charge covers these meals, but they would be reimbursed through the Travel Expense Voucher process. Individual participant meals should be paid for out-of-pocket by the participants. Estimates for participant out-of-pocket expenses should be noted on the program budget worksheet.

**Program Cost Sheets:**
Cost sheets are provided for each MAPS program. They break down all real and estimated expenses for each trip. These are used as an advising tool. The more information provided on the MAPS Proposal Budget Worksheet will assist in developing a brochure cost sheet. There are items that can be marked as Not Applicable (Ex. If they already have a passport and don’t need to purchase one), and other items that are estimates that can be edited by individual participants if they want to raise or lower the estimates.
TIPS:

- MU Tuition and Fees for programs with an attached course are always provided as an ‘input’ option for the students, as it will change if the student is in-state vs out-of-state.
- “Early bird” discounts can be used to encourage students to apply by an earlier deadline
- If options for single room are available at a higher cost, a ‘drop-down’ section can be created to customize the applicants’ preferences.
- Most cost-of-living estimates are adjustable, meaning applicants can increase or decrease these directly on the cost sheet to customize the cost sheet to the applicants’ spending habits and preferences.

Sample MAPS Program Cost Sheet:
VENDORS AND CONTRACTS

If Program Leaders are utilizing the services of a travel or study abroad vendor that (1) needs to be paid or (2) requires a signed contract, they need to provide IPS with the vendor’s contact information. Email the following information to Education.Abbroad@millersville.edu with the subject line: MAPS Vendor Information for [Name].

- Vendor Name
- Vendor Address
- Contact Name (First and Last)
- Contact Email Address and phone number

Vendor ID:
To pay a vendor via a wire/bank transfer, the vendor will need to be on file and be assigned a Vendor ID. IPS will complete a Request for Vendor ID and request with the vendor a completed tax form such as W8 (International vendor) or a W9 (U.S. vendor) form and an ACH/Direct Deposit or wire transfer form.

- [https://www.millersville.edu/accounting/accountingforms.php](https://www.millersville.edu/accounting/accountingforms.php)

Vendor Contracts:
A PL can use any vendor as long as the total amount paid to that vendor is under PASSHE’s public bid threshold: $22,500 effective January 1, 2023. If the total amount is above that amount, the vendor cannot be used. Tips for reducing the vendor cost:

- Use multiple vendors for major costs. Separating flight and/or housing reduces the total cost per vendor.
- Recruit less participants. If the number of participants raises the cost above the public bid threshold, limit the number of participants on your program.
- Beginning in AY 23-24, PASSHE-approved vendors will be available to contract with. These vendors can go above the public bid threshold; there are no financial limits with these vendors.

Note: Beginning in AY 23-24, PASSHE will have a set of pre-approved vendors with PASSHE contract which allow costs to go above the public threshold. You can utilize these vendors for high-cost items such as flights, housing, ground transportation, and more. A list of vendors will be made available once they are approved.

Program Leaders are NOT permitted to sign contracts or agreements related to their MAPS program. If a vendor requires a contract, email the agreement/contract to Education.Abbroad@millersville.edu with the subject line: MAPS Vendor Contract for [Name of Trip]. Email the contracts as soon as you get access to them – DO NOT DELAY. IPS will submit the contract to Purchasing and Campus Services for review and/or signature. The Procurement Manager will review and notify all parties involved if the contract needs changes or edits. They will also sign the document after approval. This process can take about 2 weeks but could take longer if they are a new vendor or if the request is during high volume times throughout the year.

PLs should familiarize themselves with the following sections of all contracts:

- Inclusions / exclusions
- Refund policies and important dates
- Cancellation and withdrawal policies
- Requirements or obligations
COLLECTING / REFUNDING PARTICIPANT PAYMENTS

Collecting Participant Payments:
IPS facilitates all payments from participants and deposits the funds into the assigned fund center. IPS no longer accepts checks, money orders, or cash. All participant payments are made through the online Millersville Marketplace at the IPS Storefront. IPS will additionally track applicants’ payment progress and update Program Leaders near each payment deadline on the status of their MAPS fund center account. NOTE: Program Leaders are NOT permitted to accept payments from participants directly or via cash apps.

Millersville Storefront and Service Fee for Online Payments:
When a program is approved, part of the onboarding process for IPS is to create the online product for the specific MAPS program. All program payments will be accepted online via IPS’ online storefront. This move to online payments necessitates an average 2-4% service fee (the fee fluctuates on a daily basis) per each credit card transaction. This fee is charged to the MAPS Fund Center on a monthly basis. Program Leaders will be required to account for this fee through the Program Reserve Fee provided on the program’s budget worksheet, which is submitted during on the proposal.

Participant Refunds:
On the MAPS Proposal, PLs determine if the deposit is refundable or non-refundable. If an applicant withdraws and the deposit was refundable, IPS will automatically refund the deposit. If the deposit is non-refundable, and/or if the applicant submitted several payments, the Program Leaders will need to determine if the participant is eligible to be fully or partially refunded. Notify IPS of your decision via email to Education.Abroad@millersville.edu.

IPS will complete a Refund Request Form for the withdrawn student(s) and submit the form to The Office of Student Accounts. A refund may take up to 30 days from their receipt of this form.


Participant's Financial Policies:
All study abroad participants must sign the Study Abroad Financial Policies on their application. A full description of these policies can be viewed on the Study Abroad Website.
https://international.millersville.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=50218250-5056-BA1F-7168D1CF02327FEF&Link_ID=092F5C75-5056-BA1F-738A3FC96A89EFD4

The policies include information on:
- The $50 Study Abroad Application Fee
- Refund eligibility for the Application Fee and MAPS Program Charge payments
- Refund eligibility for program cancellation or participant withdrawal
- Scholarship eligibility

Sample text from the policy:
MU MAPS Program Fees/Charges: Program deposits and balance payments are paid directly to Millersville University through the Office of International Programs and Services (IPS). Program Leaders use these funds as down-payments to immediately pay external organizations and vendors to secure group booking rates for housing, transportation, and other program-related activity costs. Once Program Leaders have
incurred expenses, participants are not guaranteed to be fully reimbursed the "program charge" paid to MU. Additionally, based on vendor payment deadline requirements, the program deposit may be determined to be refundable or non-refundable. The Program Leader will make every reasonable effort to provide either (1) a full refund, (2) a partial refund, or (3) to provide vouchers equivalent to costs paid. **Program charge payments are eligible for a refund if a program is cancelled or if the program is competitive and the applicant is not selected.** Program charge payments are non-refundable if a student withdraws for a non-extenuating circumstance.

## TYPES OF PAYMENTS

There are two types of payments you will be making as MAPS Program Leader, Program Expenses and Travel Expenses. These expenses can be a grey area, so it is important to be clear about any payment you are requesting to make, when discussing with IPS, Accounting, Purchasing, and other offices.

**Program Expenses:** Program expenses include charges that are paid for on behalf of the entire group (PLs and participants). These payments should be pre-paid wherever possible, however some of these may be reimbursable through the Travel Expense Report process along with other travel expenses. Examples of program expenses include:
- Vendor fees
- Group meals
- Accommodations for the entire group
- Flight/transportation for the entire group
- Excursions and activities

**Travel Expenses:** Travel expenses include charges that a PL would put on their Travel Request (TR) form and be reimbursed through the Travel Expense Report process. PLs complete their TR and Travel Expense Report through their Employee Self Service (ESS) portal. Refer to the later section on the Travel Request Process in this guide for more information. Examples of travel expenses include:
- Mileage
- Parking, tolls
- Personal meals or per diem, *if paid separately from the rest of the group*
- A PL’s accommodations, *if paid separately from the rest of the group*
- A PL’s flight/transportation, *if paid separately from the rest of the group*

**Card Management:**
Program Leaders who will lead trips are required to request/use their own University Purchasing Card (PCard) (Managed by the Purchasing Office) to make program-related expense purchases and are recommended to request/use a University Travel Card (TCard) (Managed by the Accounting Office) to charge travel-related expenses. PLs should connect with these two office to learn more about how each card can and cannot be used before and during the trip.

**NOTE:** The University is aware of the existing foreign transaction fees. PASSHE contracts with Bank of America for purchasing and travel cards, so there is no option to shop around for a more international-travel friendly card. These cards also **do not** act like debit cards for the Fund Center. More information can be found on the provided links.
MAKING PAYMENTS PRIOR TO TRAVEL

MAPS are unique programs! WHEN IN DOUBT, ASK IPS
(Christina.Kinney@millersville.edu or Education.Abroad@millersville.edu)
IPS will discuss with Accounting and Budget and the Purchasing Office to determine the best way to make a payment – BEFORE you try to make them.

Group Flights:
A PL can use any vendor as long as the total amount paid to the vendor is under the public bid threshold (See page 9). If the group flights go above the public bid threshold, PLs must use a PASSHE-approved flight vendor. PLs may work with Tammira Hickok in the Accounting Office to purchase the group flights via this method. Email Tammira Hickok Tammira.Hickok@millersville.edu to request flight payment and cc Christina Kinney Christina.Kinney@millersville.edu. You must complete your Travel Request and provide detailed information for payment including:

• The fund center for the specific MAPS program.
• An invoice with detailed information needed to make the payment.
• A link to an online payment portal or online bill.

Note: Additional study abroad vendors will be available to use in AY 23-24 for flights and other logistics.

Other Pre-Trip Charges:
Program Leader(s) can make deposits, payments, and bookings for other charges in several ways:

OPTION 1: Make a payment with your University Purchase Card (PCard). Use the PCard to pay the charge or bill. When you reconcile the charges on your PCard you can allocate/charge the payment to the program’s assigned fund center.

Notes for University Card usage:

• Purchase Card Information: Review the Purchasing Card Policy for detailed notes on limitations and use. https://www.millersville.edu/purchasing/purchasing-card-info/index.php
• The default profiles include a $1,000 single transaction limit and a $3,000 monthly transaction limit. The default PCard profiles does not include the ability to purchase items coded for travel and food. When using a PCard for a MAPS study abroad program, you need to request with the Purchasing Office for additional MAPS permissions.
• Orders over $1,000 must be approved by Purchasing and Campus Services. The Program Leader can contact Purchasing and Campus Services before making payments via credit card, so that credit card transaction limits can be raised for larger deposits and bookings. Also, you should indicate that it is a study abroad/MAPS related expense. Purchasing can either override the card limits for 24 hours for an exact purchase amount or can override the limits for a month up to an approved higher limit. When requesting an override, it is recommended to request a monthly override at a higher limit to ensure you can make several program payments that month.

OPTION 2: Send a request for IPS to make the payment with a University Purchase Card. This option is dependent on the availability of IPS staff. IPS staff will use the IPS’ PCard to pay the charge or bill. When we reconcile the charges, we will allocate/charge the payment to the program’s assigned fund center.
Email Christina Kinney Christina.Kinney@millersville.edu to request a payment. You must provide detailed information for payment including a link to an online payment portal or online bill, or
- An invoice which allows for online or call-in credit card payment, or
- A detailed information needed to make the payment over-the-phone

**NOTE:** IPS will process PCard payments within 72 business hours of receipt/notice of a bill and all payment information. Hotel charges tend to take longer as they require IPS to complete an authorization form and/or call the international hotel.

2. **OPTION 3: Request IPS make a wire/bank transfer payment.** This option may be necessary for payments that exceed the PCard limits and where a card cannot be used as payment, and may be good for making large lump sum payments. However, it can take up to two weeks for payments to be disbursed. IPS will complete the necessary forms to pay invoices out of the program’s cost center.

   Email a detailed invoice and vendor contact information Christina Kinney Christina.Kinney@millersville.edu. If you have not previously sent vendor information to IPS to create a Vendor ID, that can delay the payment timeline.

   **NOTE:** IPS staff will process the purchase request and direct payment form within 72 business hours of receipt/notice of a bill and all payment information (Vendor forms must all be completed). MU’s Accounts Payable pays invoices within (30) days of receipt of this paperwork. Be sure to consider payment deadlines when requesting this payment method.

   - [https://www.millersville.edu/purchasing/sap/](https://www.millersville.edu/purchasing/sap/)
   - [https://www.millersville.edu/accounting/accountingforms.php](https://www.millersville.edu/accounting/accountingforms.php)

3. **OPTION 4: Make a payment with your personal credit/debit card.** Millersville University and IPS do not recommend using personal credit/debit cards to make program deposits or payments. The reimbursement process may not be completed in time to pay accrued interest and fees, and IPS cannot guarantee that you will be appropriately refunded or reimbursed during instances of extenuating circumstances such as last-minute and mass-cancellation of MAPS programs.

   To determine if a charge is reimbursable, the cost must be determined to be “travel-related” or “program-related”. In a MAPS program the lines between these terms are often blurred so it is important to carefully describe the charges in any reimbursement requests.

   - “Travel-related” expenses are reimbursed through the Travel Request/ Expense Report process. You can review the travel management information to determine what is considered a travel-related expense. [https://www.millersville.edu/accounting/travel/](https://www.millersville.edu/accounting/travel/)
   - “Program-related” expenses or non-travel-related expenses. PLs are not guaranteed to be reimbursed for these expenses put on their personal credit/debit card.
     - Option A: You can put program expenses on your Travel Request/ Expense Report. If you do this, you will also need to upload a full list of participants and program leaders (if multiple). The review and financial audit of the request may also take longer.
Option B: You can request approval in writing before purchase, and Accounting and Budget can make exceptions on an individual basis. To request reimbursement for a program-related charge, complete a Direct Payment Form. Submit to form to IPS and we will provide supplemental information, such as the program budget, and submit the documents on your behalf. 

https://www.millersville.edu/accounting/accountingforms.php

Note: Millersville University employees are not permitted to benefit from using their personal credit/debit cards by earning points, discounts, cash-back plans.

Making Payments While Abroad:
Program Leaders who will lead recurring trips or often travel internationally for MU work, are recommended to request their own University Travel Card.

Program Leader(s) can make payments while abroad in the following ways:
**OPTION 1: Make a payment with your University Purchase Card (PCard).** Refer to the previous section for limitations, and information on reimbursements through this method. The Purchasing Office must be notified of your travel and MAPS trip in advance.

**OPTION 2: Make a payment with your University Travel Card (TCard):** Faculty and staff are eligible for a university travel card to charge expenses while they are abroad. Travel cards can be used for minimal charges pre-planned in the program budget and for emergency purposes while abroad.

- Program Leader(s) are responsible for adhering to all guidelines and policies set in place. Travel card expenses are paid solely by the traveler and are not reconciled in the same way as a PCard. It is the Program Leader’s responsibility to pay and submit reimbursement of expenses upon their return. It is recommended for PLs to meet with Accounting and Budget to get a full understanding of how this card may be used. Detailed information is located on the travel information website. [https://www.millersville.edu/accounting/travel/](https://www.millersville.edu/accounting/travel/)

Notes for PCard and TCard usage:
- International Fees: The contract with Bank of American includes international fees when the vendor or business is an international vendor. These fees are between 1-4%.
- International Use Preparation: The Program Leader(s) must contact Purchasing and Campus Services immediately before the trip so the credit card Merchant Category Codes (MCC) can be opened for use abroad.

**OPTION 3: Make a payment with your personal credit/debit card.** Refer to the previous section for information on reimbursements through this method.
MILLERSVILLE TRAVEL REQUEST PROCESS

All individuals who anticipate traveling on official business shall submit a Travel Request (TR) form in advance. This form will be utilized to obtain necessary supervisory approval, to encumber funds, and to ensure Worker’s Compensation coverage in the event of accident. An approved TR must also be on file prior to departure. Read More in the Travel Procedures.

Travel Request (TR) – Prior to Departure:
Program Leader(s) and Secondary Leader(s), including non-Millersville employees, are responsible for completing a Travel Request individually. The form is essential for covering employees in the event of a worker’s compensation incident as well as reimbursing certain costs.

- Faculty and staff complete the Travel Request Form through their Employee Self-Service account. If you have not used the ESS for Travel Requests before, IPS recommends that you set aside a good amount of time to review the guides and complete the request. The system can take some time to learn the first time. [https://www.millersville.edu/logins/](https://www.millersville.edu/logins/)
- Non-Millersville Program Leaders will need to complete the paper form and are subject to limitations. Refer to the Travel Procedures for Guests for more information. [https://www.millersville.edu/accounting/travel/](https://www.millersville.edu/accounting/travel/)
- Travel Request Forms should use the MAPS program’s assigned fund center, unless using additional funding sources or other arrangements have been with your department/college to cover your travel costs. If you use the MAPS program’s cost center, the TR will be submitted to the Office of International Programs & Services for initial approval.
- It is important to know that TRs encumber money in the assigned cost center, so it is recommended to wait on completing the TR until all large vendor payments have been made. If you complete a TR too early, you will be encumbering funds you will need to make vendor payments and program deposits. IPS recommends that TRs are completed at the latest about one month prior to departure.
- Estimated costs on the TR must match costs provided on the approved MAPS proposal budget worksheet. The TR should only include costs that need to be reimbursed to the Program Leader directly: Such as individual meals expenses- when not included in group meals, mileage, and gratuities.

Travel Registry/Registration – Prior to Departure:
In addition to the Travel Request process, as of Fall 2021, a Travel Registry through the Office of International Programs and Services is also required. Primary Program Leaders do not need to complete a separate Travel Registry because the MAPS Proposal includes all Travel Registry items. However, Secondary Program Leaders will be required to complete a Travel Registry. After participants have applied and been accepted, IPS will email Secondary Program Leaders instructions on how to complete their Travel Registry. IPS recommends that Travel Registries are completed about one month prior to departure.

Travel Expense Report – Upon Return:
Program Leader(s) are responsible for completing a Travel Expense Report upon return from the trip. Refer to the Travel Expense Regulations policy and website resources for detailed descriptions of what is and is not eligible for reimbursement.

- Must be submitted within 90 days of the last day of travel to be eligible for reimbursement.
• Faculty and staff complete the Travel Expense Voucher through their Employee Self-Service account. [https://www.millersville.edu/logins/](https://www.millersville.edu/logins/)
• Non-Millersville Program Leaders will need to complete the paper form and are subject to limitations. Refer to the Travel Procedures for Guests for more information. [https://www.millersville.edu/accounting/travel/](https://www.millersville.edu/accounting/travel/)
• Program Leaders will need to attach a list of student participants to their TR if they are including any program expenses in their Travel Expense Report.

**Receipt Information:**
• Program Leader(s) are responsible for obtaining original and itemized receipts for all expenses incurred both prior to the trip and while traveling. These receipts must be attached to your credit card statements or attached to the Travel Expense Voucher upon your return. **Note:** Itemized receipts for PLs claiming per diem are not necessary to collect.
• When traveling with other employees, travelers must obtain and submit separate receipts.
• For receipts in a foreign language: Write on the receipt what it was for.
• For receipts in a foreign currency: Mark on the receipt what the [exchange rate](https://www.millersville.edu/accounting/travel/) was that day.

When a receipt cannot be obtained, a Program Leader may utilize IPS’ MAPS Receipt Form to capture the expense and related details. These hand-written receipts must connect to a charge that is accounted for in the approved program budget, and it must be documented that it was the only receipt process available (Ex. Using a rikshaw for transportation). IPS and Accounting and Budget will review these receipts individually for reimbursement eligibility.

**ACCESS WHILE ABROAD**

**Duo Authentication:**
Using your personal cell phone for DUO authentication can be difficult while abroad. IT has a method to authenticate without the need to access WiFi by using a passcode on the DUO phone application. This method only works for MU employees. [Refer to the IT DUO information page](https://www.millersville.edu/logins/).

**TIP:** Notify IT that you will be traveling internationally so that they are aware in case of any technical difficulties or access issues while abroad.

**Alternative Option:**
IT can offers (upon request) a single keychain device that will allow you to multi-factor authenticate without using your cell phone. Devices are available by request for all faculty and staff at no cost. A security key plugs into your USB port and when tapped or when the button is pressed it sends a signed response back to Duo to validate your login. **NOTE:** Lost and/or damaged devices require a $15 replacement fee.

**Study Abroad Emergency Phone:**
Prior to departure, participants as well as PLs are encouraged to add IPS’s Study Abroad Emergency Phone as a contact on your phone and WhatsApps account (if applicable).

Emergency Phone: **717-680-7357**
WhatsApp: **MU Study Abroad**