

UNIVERSITY of NORTH CAROLINA PEMBROKE

FLSA Program Plan

(A guide to help you plan better.)

Program Title: _____

- At least 8* students have enrolled in the course and applied to the program by submitting their online study abroad/away application and paying their [\\$50 application fee](#).

Include a separate page for each of the following:

- The **Budget** should include all expected expenses. Any expenses not included on the budget will not be reimbursed by the department, Academic Affairs, or Global Engagement. The chaperones may use approved department travel funds to cover expenses and will need to transfer funds to the Study Abroad (SA) account. Program funds may be provided by outside donors, department scholarships, etc. but will need to be transferred to the SA account. Please attach all available invoices.
- Complete Itinerary** – List planned educational, cultural, and leisurely activities, including transportation and complete accommodation information (names, addresses, and contact information for all locations).
 - No changes (see original proposal)**
- Finalized Course Syllabus** – Materials for the course, reading selections, assignments associated with the trip, program expectations and outcomes, etc.
 - No changes (see original proposal)**
- Travel Request submitted ([form](#)) by individual faculty.** (GE will submit the TR on behalf of the students, but the faculty/staff are required to submit their own, like when attending a conference.)

If any changes have been made (or not addressed yet) to the following items, please indicate below and attach relevant documentation. What risk factors are there? What is your Crisis Management Plan? What is your evacuation plan in case there is an emergency?

- [Crisis Management Plan](#)
- Third-party provider information
- Faculty contact information
- Academic course information

- Student Payment Deadlines**
 No changes (see original proposal)

Suggested:

	Date	Amount
1st Payment (4 months prior to departure)		
2nd Payment (3 months prior to departure)		
3rd Payment (2 months prior to departure)		

- Pre-Departure Orientation Dates**
 No changes (see original proposal)

1st Session Date: _____ (Power Point presentation on travel, safety, etc.)
 (1-2 months prior to departure)

2nd Session Date: _____ (Student registration with STEP and health insurance-
 computer lab or students bring their individual laptops, not Smart phones for this session.)
 (2-4 weeks prior to departure)

FINAL BUDGET (*suggested*)

(Include all faculty expenses in the program cost. For a complete list of payment methods, refer to the FLSA Handbook. If you have your own budget spreadsheet, please attach.)

Transportation

Flights (to and from the host country, and in-country)

Numbers of Tickets: _____

Dates of Travel: Departure ____/____/____ Return ____/____/____

Preferred Departure Airport (name and code): _____

Preferred Host Country Airport (name and code): _____

Preferred method of payment. Choose one and indicate below in tables.

- Global Engagement (use of travel agent- Safe Harbors or GE credit card)
 Reimbursement (use of personal credit card)

Total: _____ USD

Ground (bus, train, taxi, subway, rental car, etc.)

Mode of Transportation	Prepay? (Y/N)	Payment Method	Cost (Local/ USD)
			Total: USD _____ local currency _____

Lodging

Name	Prepay? (Y/N)	Payment Method	Due Date	Cost (Local/ USD)
				Total: USD _____ local currency _____

Meals

Welcome Dinner: _____ USD _____ (local currency, if applicable)

Good Bye Dinner: _____ USD _____ (local currency)

Other: _____ USD _____ (local currency)

Total:
USD _____
Local currency (if applicable) _____

Excursions

Museums, historic sites, cultural events, guided tours, etc.:

Name	Prepay? (Y/N)	Payment Method	Due Date	Cost (Local/ USD)

				Total: USD _____ local currency _____

Health

Student Insurance: _____ USD (\$25 p/student, unless this is already included in the budget.)

Faculty Costs

Visas

Choose one (if applicable):

- Cash Advance
- Travel Card (GE)
- Reimbursement
- Other: _____

Total: _____ USD

Immunizations

Choose one (if applicable):

- Cash Advance
- Reimbursement
- Other: _____

Total: _____ USD

Airport Parking

- Cash Advance
- Pre-paid Visa
- Reimbursement
- Other: _____

Total: _____ USD

Per Diem

- Reimbursement

Total: _____ USD

Faculty Insurance

- Paid by GE

Total: N/A USD

Total Cost: _____ USD Total Cost per Student: _____ USD

Total Cost: _____ (local currency) Total Cost per Student: _____ (local currency)

FUNDING SOURCES

Will any outside funding be used for this FLSA? Yes No

(If Yes, please indicate below. The purpose of this section is to help organize your budget.)

- | | | |
|--|---------------|---------------|
| <input type="checkbox"/> scholarships | source: _____ | amount: _____ |
| <input type="checkbox"/> donors | source: _____ | amount: _____ |
| <input type="checkbox"/> faculty travel budget | source: _____ | amount: _____ |
| <input type="checkbox"/> personal payment | source: _____ | amount: _____ |

Study Abroad Coordinator

Signature: _____ Date: _____

Deadlines for Submission**

<u>When is the trip?</u>	<u>Proposal Due</u>	<u>Plan Due</u>
Winter Break	9 months prior	September 1
Spring Break	9 months prior	December 1
May	9 months prior	January 15
Summer	9 months prior	March 31

*The number of students can vary depending on how many students are needed to teach the course and the cost per student for the experience. Most often eight students is an appropriate number for an approved study abroad/away group trip.

**There is some flexibility in when the Plan is submitted, however communication with the SAC is necessary.