Dear Faculty Director or Program Administrator,

Thank you for taking the time and effort to plan and execute your special sessions program. We know that special session development, programming, and administration are tremendous endeavors for all involved. USC Dornsife is fortunate to have the dedicated educators who are willing to invest their time and resources to carry out a special session program for USC students. These special programs enrich all of our lives and only highlight the richness of USC Dornsife.

As part of this endeavor, please know that there is a whole university support system that must be coordinated to bring your program to fruition. We are working with the Dean’s Office, the Curriculum office, the Provost office, the Dornsife Faculty Affairs office, the Dornsife Business Office – budget, procurement, and payroll teams, the Registration Office, Legal and Treasury Services, Business Services - Disbursement Control and Travel Management, Health & Safety, Insurance, and Student Affairs office. There are many outside connections and networks as well: universities or programs abroad, your special speakers, the travel agencies or hotels that you align with to make these programs and excursions possible. It all has to come together to create one “special session”. In recognizing that there are so many hands that touch these programs and the needs of your programs, we would like to plan in advance and give each department/office sufficient time to process requests.

Please use this procedure manual as you plan your programs. While we have compiled this information it by no means takes ownership of your programs. They belong to you and your department. You are not only the Faculty and Administrators you are the managers (and program coordinators, travel agents, international experts, counselors, etc.) It ensures our students are receiving a study experience that is special, creative and unique to your Department, Dornsife and USC and not getting a generic cookie cutter travel abroad experience.
The Phases of Special Sessions

Phase I. Approvals

- Initial Program Inquiry - Deans Office- Assoc. Dean Cody via Danika Newlee
- Full Proposals to Vice-Dean Lamy
- Schedule a meeting with Carolyn Takara to help with proposal budget if needed
- Univ. Committee on Curriculum (Report - 501 or 502) – New and Review (every 2-3 years)
- Role and Responsibility of the Program Director and Department Administrator

Phase II. Set-up

- Budget Approval - CFO Ito & Assoc. Dean Cody (Department)
- Marketing - Overseas Studies Fairs Fall/ Spring (Department)
- Student Applications and Processing (Department)
- Program Registration Set-Up (Department)

Phase III. Ongoing Pre-Session

- Student Acceptance – (Department)
  - Program Deposit - $300
- Managing the Finances
  - Business Services
- Program Forms – (Department)
  - Student Required Forms
  - Department Forms

Phase IV. During your Special Session

- Keeping Track of Finances

Phase V. Post Special Session

- Settling Expenses
- Qualtrix Evaluations (required by Curriculum)
- Director’s Report, Dean’s Memo; Evaluations Summary
Phase I. Approvals (Internal)

- Initial Program Inquiry - Deans Office- Assoc. Dean Cody
- Full Proposals to Vice-Dean Lamy
- Schedule a meeting with Carolyn Takara to help with proposal budget if needed
- Univ. Committee on Curriculum (Report - 501 or 502) – New and Review (every 2-3 years)
- Role and Responsibility for Department Administrators and Program Directors

Phase II. Set-up

Budgeting for Special Session Programs

For USC Dornsife Special Session programs, each organizing Resident Director and Department, will submit a standard budget worksheet electronically to Carolyn Takara to be approved by Assoc. Dean Cody’s office. There will be 3 scheduled budget reviews and approvals needed: 1) initial program approval 2) upon student acceptance with initial student numbers and 3) the final student numbers two weeks prior to program.

This is your budget. Review the budgets that are submitted to Assoc. Dean Cody’s office to make sure that all your expenses are included. Except for emergencies and special circumstances there should not be any major changes in the initial program budget approval that does not relate to student numbers or exchange rate fluctuations. There is an understanding that if student numbers increase the budget will have to increase. If student numbers decrease the budget will be decreased. Programs failing to meet the budget net set by Assoc. Dean Cody’s office will only be approved to “go” by the authorization of CFO Ito, and Assoc. Dean Cody or Vice-Dean Lamy. If the net is low, before cancelling your program, look for ways to cut costs.

Planning in advance will aid in keeping expenses down to the best rates available.

The estimated future exchange rates that are used for budgeting are given by the Treasury Office, who consults with their banking contacts.

Compensation

A. Director’s Stipend (TT and NTT) –
   a. $1,500 for PWP's and Maymester directors
b. $6,000 for departmental summer programs

B. USC Instruction-Per-Course summer rate
   a. Tenure Track (TT)
      i. Maymester – Part of annual load
      ii. PWP/Summer -- 1/9 of ABR up to $8,500 ($8,000 minimum) for 3- or 4- unit course; $4,250 ($4,000 minimum) for 1- or 2- unit course
   b. Non-Tenure Track (NTT)
      i. Overload may be approved at $8,000 per course rate

C. Student employees – Not allowed to travel with the program
   a. Exceptions made by approval of Dean Cody or Dean Lamy
   b. Must be budgeted

Per Diem
1\textsuperscript{st} year of a program each Faculty and Staff will need to settle with actual receipts in order to set rate for the program abroad. For the 2\textsuperscript{nd} year, upon approval by Assoc. Dean Cody’s office, a per diem rate can be set and maintained.

When your budget is set, there is no changing. If you think about something on the program buy it and expect us to approve it think again unless it is an emergency or special consideration approved by CFO Ito and Assoc. Dean Cody or Vice-Dean Lamy.

Student Charges in Budget
We cover program fees, in-country travel & excursions, and event meals. We do not cover housing, hotel, daily/personal meals, airfare to country, or international visas.

Student Financial Worksheet
The Global Programs office and Financial Aid office on campus has created a template for student finances abroad that is to be used for our programs. These worksheets give students an idea about the total cost for each of the programs abroad. Please have these ready upon your first budget approval for Assoc. Dean Cody. These worksheets will be used to help market your program. They will be attached to the program flyer in the Overseas Studies office and may be online with your program information. If your program is a spring semester or a summer program, having them ready before the winter break will give students time to plan for their study experience.
• Budget Approval – Assoc. Dean Jane Cody & CFO Vance Ito
• Marketing- Overseas Studies Fairs Fall/ Spring – (Department)
• Student Applications and Processing (Department)
• Program Set Up Registration

**Special Session Program Registration**

Use the special session set-up form with registration. Set your session up as early as possible. For these programs Dornsife Business office has created special income accounts. If you do not know your income account, Carolyn Takara will assist you. If you find that you have put the wrong income account number on your special session registration, please inform Carolyn Takara.

Once your students start registering, remember to check and make sure that all your students are registered. When a student doesn’t register it gives us a hint that there might be a problem: are they planning to withdrawal?

**Phase III. Ongoing Pre-Session**

**Deposits**

Each special session program requires a $300 commitment deposit that is non-refundable in case of withdrawal. This is for the benefit of both the Department and Dornsife. Commitment deposits solidify the commitment of the student to your program as well as pays for staff time expended on each student. Exceptions are on a case by case basis. Departments should submit a list of name (first and last) with student number for their programs to Carolyn Takara. The $300 deposits will be billed directly to the students’ account through SIS. We are no longer accepting checks for this deposit. The $300 deposit will be refunded upon program start date, to be applied to their student fees bills. We have created a form for the students that acknowledges that they will be billed a $300 deposit upon acceptance to the program.

**Student Billing**

Some programs have student charges that cannot be left for the student to pay upon arrival: housing, airfare, etc. If you are purchasing group housing or group flight in order to keep the program cohesive,
let Carolyn Takara know and she will arrange to have the expenses added to the student fee bill. It is our preference to bill the students before paying the vendor.

**Special Sessions Program Forms**

- **Student**
  - Know Before You Go includes Informed Consent:
    - Recommendations for a healthy study abroad
    - Pre-departure checkups
    - Medications
    - Students with different abilities.
    - Keep signed copy in department
    - Acknowledge of “Know Before You Go” and consent form
    - Explain potential issues and provides steps to avoiding these issues: medical exam, immunizations, medications to bring abroad, consult with physician/mental health professional in case of psychological issues, consult with Office of Students with Disabilities if applicable
  
- **Travel Release:**
  - Keep signed copy in department
  - Acknowledgement of student responsibilities while abroad
  - Acknowledgement of USC assuming no responsibility for various issues (it’s a long list) from travel to weather to acts of God, war, injury, etc.
  - Acknowledgement of insurance coverage and release of USC from any liability
  - Agreement of student to follow all rules, regulations, and laws of the country in which he or she is studying, and that violation may result in expulsion from program
  - Agreement of student to fully participate in all parts of the program
  - Agreement of student to not leave the program/country on pain of termination of relationship with USC
  - Acknowledgement that USC can cancel the program at any time for various reasons (see above partial list)
• Acknowledgement of good standing and no history of prior charges

• Medical Treatment Authorization:
  • Keep signed copy in department
  • Acknowledgement that student is a willing participant in the program
  • Acknowledgement that student understands his or her financial responsibility for injury or medical treatment while overseas
  • Authorization USC to act on student’s behalf if unable to self-authorize treatment
  • Understanding that authorization does not create a duty for USC for any costs, liabilities, claims, losses, etc., that student may incur because of medical care overseas

• Commitment Fee & Withdrawal Acknowledgement
  • Keep signed copy in department
  • Acknowledgement that student will be charged $300 commitment fee that is fully refundable as long as student goes on the program
  • Acknowledgement that the $300 fee will not be refunded if student withdraws from the program

• Refund Policies
  • Institutional or USC: stricter policy applies
  • Clearly indicate cancellation fees by date
  • Clearly explain cancellation process
  • Include signature page with policies
    • Student keeps policies
    • Department keeps signature page (photocopy for student if requested)

• Faculty

• Student Affairs Overseas Roster Spreadsheet
  • Send to Jessica Frank (jliebert@usc.edu) at least 2 weeks prior to departure—fully populated.
  • Keep a copy in department
  • Student information: name, ID#, Major, Gender, Country, Passport #, Academic level, Email address, USC address, phone number, dates of departure and return
• Program information: department, location of program, name of institution, program type, term, program coordinator name, coordinator USC phone # and email, faculty sponsor name/email/phone #
• On campus information: contact person, email, phone #
• On site information: contact person, email, phone #
• Overseas contact information for each student: address, city/state/post code, phone #
• Health insurance and emergency contact: provider name, dates covered, contact name, address, phone #, email

- Health Center Overseas Spreadsheet
  • Send to Valerie Hill (vhill@engemann.usc.edu) at least a month prior to travel
  • USC ID, Student Name, Gender, Date of Birth, Arrival in Country (could be prior to program), Departure back to US (could be after program), Destination, Insurance Name
  • Students waiving insurance now must go online to do so. The process has changed where Valerie has to verify every student’s insurance.

Special Sessions Payment Processing

Administrator Expenses
  a. Administrator expenses (lodging, meals, travel, and incidentals) must be separated from program related costs.
  b. Per Diem requests for lodging and meals must be approved prior to the administration of the program.
  c. Incidental expenses such as taxi, fees, baggage, mail, and internet are not considered as part of per diem and can be claimed for reimbursement when approved by the department.
  d. Payments for professional services may not be made directly from the Administrator to the Service Provider. This is considered a Third Party Payment and not reimbursable. Please see Honorarium Payments for proper procedure.

Receipts for Purchases
  a. Receipts are required for all reimbursement and advance settlement claims.
  b. A Missing Receipt Declaration is required for expenses not supported by a receipt or where the receipt has been lost.
c. Receipts in foreign currency must be converted to US Currency using [Oanda.com](https://www.oanda.com) as the basis for the conversion rate.

**Honorarium Payments to US citizens and Foreign Individual (service provided outside US)**

a. Payments to individuals require that the payee is set-up as a Vendor within the University Financial System (Kuali). Payment is then processed through a Disbursement Voucher (DV).

b. The payee must be sent the Supplier Application. The request for application can be initiated at: [https://businessservices.usc.edu/new-supplier-portal-launch/](https://businessservices.usc.edu/new-supplier-portal-launch/). This requires the payee’s full name, email, phone number, and physical address.

**Honorarium Payments to Foreign Individual (services provided within US)**

a. Required documents for payment processing include:
   a. Copy of Passport
   b. Copy of Arrival Stamp
   c. Non-Employee Short Term Visitor Questionnaire
   d. Certificate of Academic Activity
   e. Form 8233 Tax Treaty Application
      i. Contact a Dornsife Budget Technician for Treaty requirements, eligibility, and for additional documents depending on the recipients Visa type.
      ii. Requires a Social Security or International Tax ID Number.
         1. If the payee has neither a SS nor an ITIN and is still within the United States, they must fill out the Glacier Application and apply for an ITIN with USC Central Payroll. Payments are normally processed 2-3 months after payment submission with ITIN Application.
      iii. Payment requests submitted without a Tax Treaty application result in a 30% tax withholding.
   b. Some Visas are not eligible for payment. Please check with a Dornsife Budget Technician to see if the Foreign Individual is eligible to receive an honorarium.

**Lodging Group Block Contracts and Group Transportation**

a. Contracts should be available from Lodging and Transportation entities. USC Travel Management does not provide a Contract Template for agreements.
b. Travel Management requires that group Lodging and Transportation reservations are accompanied with a Contract in order to secure proper insurance and security for USC travelers.

c. University Travel Management is the only authorized signer for Contracts presented by a lodging or transportation entity. If a contract is presented, then Travel Management is required to review the proposed agreement.

d. Transportation and Lodging Agreements are forwarded to trvlmgr@usc.edu. The contract takes 3-5 business days for review and approval as this is reviewed in conjunction with University General Council.

e. When a contract is not available, an explanation must be provided by the department to Travel Management. The explanation for lack of a contract is subject to Travel Management review prior to services being agreed upon.

f. Please inquire with the Dornsife Business Office for any changes in policy regarding Travel Management.

**International Wire Payments**

a. All International Wire recipients must be set-up as a vendor in Kuali.

b. International Wire Payments for Tuition and Program Administration Fees are paid in Kuali through a Disbursement Voucher (DV).

c. International Wire Payments for Group Block Lodging must be submitted through E-market with a Purchase Order. After creation of the Purchase Order, the Procurement Specialist must submit the invoice for payment.

d. The timing of payments processed by USC Treasury Services to be received varies by country. No exact time table can be provided from the time of USC processing to when the bank of the recipient receives the payment.

e. USC Treasury Services provides confirmations of wire payments that can be used as proof of wire. This is particularly useful for the recipient to understand that payment is forthcoming.

**International Wire Transfer Form**

a. Payments to foreign companies who are current DV and E-Market Vendors may accept International wires. The International Wire form can be attained at the following:

https://procurement.usc.edu/payments/wire-transfers/.

b. The following information is required:

   a. Receiving Bank Name
b. Receiving Bank Address, City, State, Country, and Zip Code  
c. Swift Code and/or Bank Code  
d. Beneficiary Account Number and/or IBAN Number  
e. Beneficiary Name  
f. Beneficiary Address, City, State, Country, and Zip Code

c. When an Intermediary Bank is involved, the following must be provided:  
   a. Intermediary Bank Name  
   b. Intermediary ABA Number  
   c. Intermediary Account Number  
d. The International Wire form must indicate the currency desired and the amount to be wired in the currency specified.  
e. The International Wire Form must be typed and accompanied in the DV or eMarket Invoice submission.

Payments to Universities for Tuition and Program Fees  
a. Contracts are not required for payments for Tuition and Program Fees. 
b. Tuition expenses require Vice Presidential approval prior to payment request in Kuali via Disbursement Voucher.  
c. The roster of participants must be included for all tuition payments.  
d. Program fees to administer program do not require Vice Presidential approval for payment via Kuali Disbursement Voucher.  
e. Payment requests for Universities must include the full address, contact email, and US Federal Tax ID (if it is a US Institution).

Travel Card Payments  
a. Travel Card can be used to provide payment to vendors. 
b. This is an effective tool to make payments to institutions that are not eMarket and/or Disbursement Voucher vendors.  
c. Payments to Lodging and Transportation are subject to Travel Management review. Contracts must be submitted for group lodging and transportation.

Contracted Travel Agency  
a. USC’s Contracted Travel Agencies include: STA Travel, Carlson Wagonlit, and Crown Altour.
b. All 3 vendors are able to arrange domestic lodging and airfare accommodations. However, Crown Altour provides services internationally.

c. Payments to a USC Contracted Travel Agency are made in eMarket.

**Travel Advances**

a. Request for a travel advance must be submitted to the business office 15 business days prior to travel departure. This provides reasonable time for approvals to be made in Kuali and for physical checks to be delivered to the program administrators.

b. Non-USC administrators who are not currently set-up in Kuali as Disbursement Voucher vendors must be sent the invitation to complete the Supplier Application 30 days prior to the date of departure.

c. Travel Advance Settlement must be submitted to the Business Office within 10 business days after the final day of travel.

**Website for Procedures:** [http://dornsife.usc.edu/off-campus-programs-process/](http://dornsife.usc.edu/off-campus-programs-process/)

**Phase IV. During your Special Session**

**Keeping track of expenditures**

- Plan ahead on receipt tracking that will be utilized
- If you need ideas- network or contact Carolyn Takara
- Receipts pile up quickly- keep daily records

**Phase V. Post Special Session**

- Qualtrix Evaluations (required by curriculum)
- Director’s Report, Dean’s Memo, and Evaluations Summary
- Settling Expenses: Settle within 30 days of return, Make sure to include details (who, what, when, where & how many) in your information.
Contacts:

Associate Dean Jane Cody

Vice-Dean Steve Lamy

Danika Newlee

Denise Wiegel

Carolyn Takara

SBO Kim Price

CFO Vance Ito

Registration

Student Affairs

Health and Safety