



4.12 Study Away

Policy Statement

Services provided in relation to Study Away programs should be purchased according to applicable rules and regulations and protect the interests of the University and program participants.

Note: All study away programs will operate in accordance with this policy no later than July 1, 2021. For assistance in modifying existing business processes, please contact the Office of Global Engagement.

Reason for policy

To provide guidance as to how University departments may procure services related to study away programs.

Procedures

Procedures: This section provides details specific to study away purchases. Other applicable portions of this policy library, including Procedures for payment request and UGA mart requisition purchases still apply. P-card purchases are addressed in Section 6.2 of the [UGA P-Card Manual](#). When procuring study away services, the procedure will depend upon the dollar value of the service being provided. Study away services include, but are not limited to, lodging, transportation, tours, chartering, meeting space, meals for participants, etc.

Please Note:

1. *Any contract which requires signature must be reviewed by Procurement prior to being signed by University personnel. Typically, the agreement will be signed by Procurement personnel.*
2. *If federal funds are funding the purchase, please refer to the [Guide to Federally Funded Procurement for additional](#) requirements which may apply.*

Dollar Value of Purchase	Proper Procedure
\$≤\$2,500	The department may submit a purchase request or a payment request.
≥\$2,500.01	The department must submit a purchase request.

Payments: Please allow adequate processing time for all payments. The University incurs costs when funds are wired so please limit requests for wire transfers. Please refer to section [3.2.5.2](#) for more information regarding wire transfers.

If payment must accompany the purchase order please attach an invoice and add a note requesting payment to accompany the order within the internal note and attachment sections of the requisition

within UGAmart. Please see section [3.2.8.2](#) for more information on payments to accompany order/advance payments.

Contracts: Whenever possible, the best practice is to have a written agreement between the University and the service provider which at a minimum includes: a description of the services to be provided, the applicable dates, a payment schedule, and any cancellation terms. The UGA Department should consider inclusion of terms regarding U.S. Department of State travel warnings, U.S. Department of State travel advisories and the Centers for Disease Control and Prevention travel advisory levels. The following language can serve as an example of recommended travel warning/advisory language:

- I. If the U.S. Department of State or U.S. Centers for Disease Control and Prevention issues a travel warning, which advises U.S. citizens not to travel to any country in the Program on or before the beginning date of the Program, the parties' obligation to perform shall be excused. In such an event, the Vendor will refund all program fees, less any processing fees and costs incurred.
- II. If the U.S. Department of State or U.S. Centers for Disease Control and Prevention issues an advisory to leave any country after the Program has started, the Vendor shall take all reasonably necessary actions to protect the personal safety and health of Program Participants. In such an event, Vendor shall refund all Program fees, on a pro-rata basis, for the portion of the Program that has not be completed, less any processing fees and costs incurred.

Additional contacts

Accounts Payable 706-542-2786

Office of Global Engagement: 706-542-2223

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University

Administrator: Associate Vice President for Finance

Policy Owner: Procurement

Phone Number: 706-542-2361

Record Retention

Retention for purchase order files may vary by the method of purchase (competitive, sole source, under the competitive bid threshold).

Retention: 5 years, BOR [0472-03-001](#); 7 years, BOR [072-03-009](#)

FAQs

FAQ:

Question 1? Can faculty/staff travel be included on a purchase request or payment request for student travel?

Answer 1.

To facilitate state required reporting, faculty/staff travel can be included on the requisition; however, the employee portion must be identified by its own line item on the requisition, using the appropriate employee travel account code. It is not necessary to do a separate line for each employee. Each employee name is to be included in the Internal Notes field or the requisition or by attaching a distribution form listing the employee names.

For payment requests, employee portions should be identified by its own line item on the request, using the appropriate employee travel account code. It is not necessary to do a separate line for each employee. Each employee name is to be included in the Description or Comments field or provided by attaching a distribution form listing the employee names.

Question 2? Can faculty/staff travel be included on a p-card charge for student travel? Answer 2. No.

Question 3 Is a mutually agreed upon contract document with terms and conditions required for every study away transaction?

No, every study away transaction does not require a mutually agreed upon contract with terms and conditions. However, as stated in the above policy, it is a best practice to have a written agreement containing the elements listed above. This practice clarifies between the University and the service provider the details of the business agreement and provides protections for the University in the event of unexpected disruptions in the program.

Programs are encouraged to review their commonly used service providers and provide any previously used agreements to Office of Global Engagement, Legal Affairs, and Procurement well in advance of upcoming trips. These departments will review the proposed agreements and can negotiate with the vendor to establish master terms that can be used for future orders. This will reduce the time needed for contract negotiations during program planning and allow for adequate time for contract negotiations.

Related information

[Purchase Requests](#)

[P-Cards](#)

[P-Card Training](#)

Multiple training resources for processing payment requests are available in the OneSource Training Library:

[Creating a Payment Request](#)

[Creating a Payment Request with Multiple Expense Lines](#)

[Creating a Payment Request with Multiple Accounting Distributions](#)

[Editing a Denied Payment Request](#)

[Approving a Payment Request](#)

[Denying a Payment Request](#)

[◀ Sole Source Purchases](#)

[Petty Cash Purchases ▶](#)

Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 04/01/2021

Date of Last Review: 04/01/2021

Date of Approval: