



4.12 Study Abroad

Policy Statement

Services provided in relation to Study Abroad programs should be purchased according to applicable rules and regulations and protect the University's and participants interests.

Reason for policy

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

Procedures

Procedures: This section covers procedures for check request and UGAmart requisition purchases only. P-card purchases are addressed in Section 6.2 of the [UGA P-Card Manual](#). When procuring study abroad services, the procedure will depend upon the dollar value of the service being provided. Study abroad services include, but are not limited to, lodging, transportation, tours, chartering, meeting space, meals for participants, etc.

Dollar Value of Purchase	Proper Procedure
\$0-\$9999.99	The department may submit a purchase request or a check request. <i>Any contract which requires signature must be reviewed by Procurement prior to being signed by University personnel.</i>
\$10,000-\$24,999.99	The department must submit a purchase request with either three quotes or a justification as to why competition was not possible. <i>Any contract which requires signature must be reviewed by Procurement prior to being signed by University personnel.</i>
\$25,000 and above	The department must submit a purchase request with either bid specification or a sole source justification explaining why competition is not being sought. <i>Any contract which requires signature must be reviewed by Procurement prior to being signed by University personnel.</i>

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, and U.S. Department of State travel advisories. The following language can serve as an example of recommended travel warning/advisory language:

- I. If the U.S. Department of State 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 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.

The following offices need to be included in the review of written agreements: Office of International Education (OIE), Office of Legal Affairs (OLA) and Procurement. Procurement will coordinate review with OLA. OIE review should occur prior to Procurement and the review should be attached to the check request or UGAmart requisition as supporting documentation.

Additional contacts

Accounts Payable 706-542-2786
Leigh Knapp 706-542-2223

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator:
Policy Owner: Procurement
Policy Contact: Annette Evans
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 check request for student travel?

Answer 1. Yes, as long as the faculty/staff travel is identified as its own line item on the purchase request or identified on the travel disbursement form which is attached to the check request.

Question 2? Can faculty/staff travel be included on a p-card charge for student travel?

Answer 2. No.

Related information

Purchase Requests

P-Cards

Date Reviewed: 02/05/2018

[‹ Sole Source Purchases](#) | [Petty Cash Purchases](#) ›

Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 06/17/2016

Date of Last Review: 02/05/2018

Date of Approval:

Previous Version of Policy: