



Study Away Trip Financial Lifecycle

Planning Phase	Review Phase	Funding Phase	Trip Occurs	Closing Phase
Dept Head submit 4 Yr. rolling plan for study away programs for college approval <i>Timeframe: August</i>	Program director contacts OGE for proposal training (if new)	Students pay deposits via OGE online portal <i>Timeframe: January</i>		Program Director submits all receipts and expenses for reimbursement, making sure that all expenses for the trip are paid and accounted for <i>Timeframe: MM – June, SSI – July, SSII - Aug</i>
Dept 4 Year rolling plan reviewed/approved by college	Submit updated budget template to Dept Head & College for review/approval 3 mos before OGE deadline <i>Timeframe: FACS May/June</i>	Dept Bus Mgr picks up OGE allocation		Program Director works with Dept Bus Mgr to reconcile trip using OGE template
Program director/Dept Head & Bus Mgr work on preliminary budget	Budget updates approved by Dept & College	Program fees collected via banner from student payments		Submit reconciliation template to college for approval <i>Timeframe: MM – July, SSI – Aug, SSII – Sept</i>
Submit preliminary budget template 18 mos in advance for college review/approval <i>Timeframe: January</i>	Program director submits approved budget via OGE online portal <i>Timeframe: MM Aug/ SSI & SSII Sept</i>	Program director works with Dept Bus Mgr for payments, POs, contracts, etc.		Reconciliation of trip review/approval by college
Preliminary budget review/approval by college	OGE will review/approve budget <i>Timeframe: Oct - Dec</i>			Program Director submits trip reconciliation to OGE via online portal
				Bus Mgr returns any unused allocation funding to OGE; unused program fees returned to students <i>Timeframe: October – December</i>

**Time commitment for program directors averages 24 + months