FACULTY-LED GLOBAL EDUCATION

Budgeting & Program Fee Setting Process

<u>KEY</u>

- Resident Director
- OIA Program Specialist OIA Program Manager
- OAA Business Services
- College Senior Fiscal Officer and/or Global Education Liaison

•	1.	OIA Program Specialist works with Resident Director to create specifications	
•	2.	♦ OIA Program Manager reviews and sends specifications to university travel agency	
•	3.	OIA Program Specialist and Resident Director select land services provider and create a list of in-country expenses that cannot be prepaid	
•	4.	OIA Program Specialist completes budget worksheet	•
•	5.	OIA Program Manager reviews budget. If there are questions or changes, <i>go back to step 4</i>	
•	6.	♦ OAA Business Services reviews budget. If there are questions or changes, <i>go back to step 4</i>	
•	7.	OIA Program Specialist sends OIA reviewed budget to Resident Director for review. If there are questions or changes, <i>go back to step 4</i>	
•	8.	OIA Program Manager sends budget to College Senior Fiscal Officer and/or Global Education Liaison for approval	
•	9.	College Fiscal Officer and/or Global Education Liasion reviews and approves budget with option to pledge subsidy	OIA Program Specialist
•	10.	↓ OIA Program Manager sends college-approved budget to OAA Business Services for publishing	updates the program fee in Terra Dotta, shares the program fee with students during information sessions, advising, and
•	11.	OAA Business Services announces final program fee to all stakeholders	 Resident Director advertises program fee



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