

Faculty-Led Programs Finance Guide

Timely and accurate financial tracking is a primary component of leading a Dialogue of Civilizations (DOC) program. Faculty work closely with their assigned Global Experience Office (GEO) Faculty-Led Programs team member and the Office of the Chancellor (OTC) Finance and Operations team to ensure their program budget, salary, stipend, and expenses are managed properly. Please familiarize yourself with the policies and processes below, and reach out to your Faculty-Led Programs team member with any questions.

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AMEX Travel Card

Northeastern University can issue an AMEX Travel Card with cash advance access to eligible DOC faculty (*part-time faculty are not eligible to receive the University issued credit card unless they are the Lead Faculty on record for the program*). In order to be issued an AMEX Travel Card, eligible DOC faculty are required to complete an AMEX Travel Card application form and Cash Access Detail form if they do not already have a University AMEX Travel Card.

In addition to the application, new AMEX applicants will also be required to complete Accounts Payable Concur training and sign a Corporate Credit Card Cardholder Agreement. Details regarding SAP Concur can be found on the University Finance page at <https://finance.northeastern.edu/tools/concur/use-this-tool/>.

OTC Finance and Operations team will initiate the reactivation of cards for current cardholders and the application process for DOC faculty after their program is fully enrolled. A new AMEX Travel Card will arrive to the cardholder's home address approximately two to three weeks after the application is submitted to Accounts Payable. All AMEX Travel cards issued by GEO will be deactivated approximately two weeks after the program end date.

DOC Faculty are highly encouraged to attend a Concur and AMEX Training typically conducted by GEO in April.

Some expenses cannot be paid with an invoice and must be paid in-country with a credit card and/or with cash. In these cases, DOC faculty should use their AMEX Travel Card for all possible in-country, non-prepaid expenses. Regardless of the in-country payment method (AMEX or personal card), DOC faculty are required to keep track of all receipts, ensuring that each receipt is itemized.

- The monthly AMEX Travel Card credit limit is USD \$10,000, and the monthly cash advance limit is USD \$2,500.
- AMEX expenses are managed in the SAP Concur system.
- Faculty will be given the assigned budget index for their DOC program. The index on the Concur report must be changed to the assigned DOC budget index as the reports will default to the college banner index.
- To ensure timely processing, performing weekly Concur reconciliation is highly recommended. If this is not possible, all program related expenses must be reconciled within 30 days of the DOC program end date.
- All Concur expenses must follow University and the OTC Finance policies. Failure to adhere to these guidelines may result in expenses not being reimbursed or the University AMEX card being withdrawn. In some cases, DOC faculty may be asked to pay to the University back. Please note that OTC Finance policies may enforce requirements in addition to the University's standard policies. Please refer to the [OTC Policies and Practices](#) page for details.

Please note that the purchase of any equipment without prior approval from GEO is prohibited. The OTC Director of Finance and Operations and GEO reserve the right to deny reimbursement requests for unauthorized purchases. If an unauthorized purchase is made on the NU AMEX card, the OTC Director of Finance and Operations and GEO management reserve the right to take possession of the equipment or require reimbursement to GEO for the amount paid, whichever is deemed appropriate.

All Concur reports will be routed to the College supervisor for review before it is routed to the OTC Director of Finance & Operations. Once reports are approved by OTC finance, it will be routed to Accounts Payable for final processing.

If faculty have questions on reimbursement or reconciliation beyond those answered in the Accounts Payable Concur Training or the Concur and AMEX Workshop that faculty completed prior to departure, please contact OTC Finance and Operations at OTCGlobalOps@northeastern.edu for additional assistance. For more details on Concur access and reports, please refer to General Concur User Guide.

AMEX ATM Cash

- Under no circumstances should AMEX ATM Cash be used to pay a guest lecturer, in-country support, any third-party service provider, or as a form of reimbursement to anyone on the University's behalf.
- Any amount of cash withdrawn from AMEX must have a corresponding withdrawal slip and itemized receipts showing how each cash transaction was spent. OTC Finance and Operations created an ATM Cash Withdrawal and Expense Tracking sheet for faculty to use. Cash transactions without the proper receipts may not be accepted and faculty may be asked to pay the amount back to the University, if deemed as an unapproved transaction.
- For vendors that only accept cash and are not accustomed to issuing receipts, faculty must record the transaction(s) using the ATM Cash Withdrawal and Expense Tracking sheet and obtain signature from the vendor

or service provider.

- Proper receipts include:
 - Customer/Vendor name and address
 - Date of purchase/service
 - Itemized breakdown of purchase/service
 - Amount paid

Itemized receipts are required for all transactions over \$25 on the University AMEX card. However, when possible, please make your best effort to obtain all receipts regardless of the amount and attach it to Concur reports as supporting documentation. Meal related receipts must be itemized regardless the amount, along with the final bill including any gratuity.

General Purchasing Guidelines

All expenses are funded by student's tuition and program fee. Faculty are expected to exercise good judgment as leading a DOC is official University business. It is the faculty's responsibility to ensure all purchases are made responsibly, and all expenses are recorded and reconciled properly and accurately.

- Faculty Lodgings:
 - Program budget can only cover faculty housing up to a 1-bedroom space (studio or 1-bedroom). Faculty who wishes to reserve a larger space will be responsible for the resultant difference in cost.
 - If faculty wish to reserve a larger space, they must consult and seek approval from their designated FLP member to determine the reasonable cost of a studio or 1-bedroom housing.
 - If faculty does not obtain proper approval prior to booking, GEO and OTC Finance reserve the rights to determine the appropriate amount for reimbursement. In the case that faculty makes the reservation using the University issued pro card, faculty will be required to pay back the difference determined by the administration.
- Meal expenses
 - Regardless of paying with the University issued AMEX or with the personal funds, meal expenses MUST be accompanied by itemized receipts regardless the amount. If the final total includes tips, the signed receipt must be the copy with the final total amount charged
 - If tips are paid with cash, the cash tips amount must be written on the original itemized receipt. The copy with the final total can be sued as proof of payment for the cash tips amount
 - Program funds may never be used to purchase alcohol for students, Program Assistants, Faculty, Staff, or Guests. This restriction includes program-sponsored events like orientations and dinners at Northeastern University and abroad. If the purchase is made using the University issued AMEX, the cardholder will be asked to pay the amount back to the University.
 - *Note: receipts are not required for your personal meals covered by your meal stipend*
- Reimbursing a 3rd party:
 - Under no circumstance shall the faculty pay or reimburse anyone with cash on the University behalf. This restriction includes reimbursing students for program approved activities.
 - Students or Program Assistants should not shoulder any financial burden for the program. Exceptions must be discussed and approved by the GEO FLP designated staff member first.
- Unauthorized purchase:
 - Under no circumstance shall anyone purchase any type of equipment without written approval from the GEO FLP designated staff member prior to making the purchase. Unauthorized purchase will not be reimbursed. If the purchase is made using the University issued AMEX, the cardholder will be asked to pay the amount back to the University.
- Personal items:
 - Items that are considered personal items or that the faculty keep for their own use will not be reimbursed. If the purchase is made using the University issued AMEX, the cardholder will be asked to pay the amount back to the University.
- Books:
 - Program funds are not to be used for purchasing books. Faculty who wishes to purchase books for DOC should seek funding from their college.

Post-Program Reimbursement and Reconciliation Reports

- Reimbursements are expenses paid with personal funds when AMEX or wire transfer are not accepted, and AMEX Cash is unavailable.
- Full-time faculty and staff must submit their reimbursement requests via Concur. Reimbursement requests should be reported separately from the AMEX charges.
- Part-time faculty and staff must submit their reimbursement requests via the [Reimbursement Request Form](#). The form can also be accessed by copying and pasting the URL in an internet browser:
<https://app.smartsheet.com/b/form/bff6045981b14ec099f2f135849172ca>

To be eligible for reimbursement, itemized receipts AND proof of payment are required for ALL transactions. Reimbursement requests that do not have the proper receipt and proof of payment will be denied. Failure to provide proper documentation may result in expenses not being reimbursed.

Receipts

The document should include the following information:

- Customer name and address
- Date of purchase/service
- Itemized breakdown of purchase/service
- Amount paid

Proof of payment

The document can be one of the following:

- Invoice/receipt marked as PAID confirming method of payment, i.e. check, last 4 digits of credit/debit cards, Apple Pay, etc.
- Signed credit/debit card receipt
- Credit/debit card statement showing entries and names of the service provider with posted date (pending dates will not be accepted)

Faculty/staff must reconcile all expenses in Concur within 30 days of their DOC program end date. Itemized receipts ARE REQUIRED for all meal expenses and for transactions over \$25 on the University AMEX card. However, receipts and proof of payment are required for ALL expenses paid with personal funds (personal credit card or cash) in order to be eligible for reimbursement. Any reimbursement requests that are missing proper documentation will be denied and the amount requested will not be reimbursed.

Receipts and proof of payment are required for ALL expenses for reimbursement.

All cash transactions must be accompanied by a proper receipt. If the system generated receipt is not available, faculty must ask the service provider to provide one with their signature.

- Please contact your GEO FLP designated team member for a receipt book if you need one

Faculty are expected to keep clear and accurate records of their expenses and receipts! It is best practice to keep and upload all receipts regardless of the amount for auditing purposes. OTC Finance and Operations Team is available to help with reimbursement or reconciliation reports if faculty have any questions or concerns. Questions can be directed to OTCGlobalOps@northeastern.edu.

Concur reports default to the college Banner index, make sure to change it to the assigned DOC program index when reconcile your DOC program expenses. For more details on Concur access and reports, please refer to the General Concur User Guide.

Faculty must also certify that all in-country and program service providers have been accounted for and paid. This includes vendors, housing, guest lecturers, meals, etc.

Compensation & Salary

Below are the categories that pertain to compensation.

Full-time Faculty on Academic Year Appointments including those with 12-month Administrative Appointments

- If they teach one course, they earn a minimum DOC salary of \$10,000 or 1/8 of their base salary (whichever is higher), but no more than \$25,000.
- If they teach two courses, they earn a minimum of \$15,000 or 1/6 of their base salary (whichever is higher), but no more than \$35,000.
- **IMPORTANT CONSIDERATION:** Full-time faculty cannot earn more than 3.2 months of their institutional base salary during the summer months of May, June, July, and August.

Full-time Faculty on 12-month Appointments

- GEO will absorb the portion of the monthly salary up to the amounts below. Extra compensation will be processed for the difference if the current monthly salary is under the thresholds below.
 - If they teach one course, they earn a minimum DOC salary of \$10,000 or 1/8 of their 12-month salary (whichever is higher), but no more than \$25,000.
 - If they teach two courses, they earn a minimum of \$15,000 or 1/6 of their 12-month salary (whichever is higher), but no more than \$35,000.

Part-Time Faculty

- If they teach one course, they earn the home college's standard part-time teaching rate or a minimum of \$10,000 (whichever is higher), but no more than \$25,000 (home college refers to where the course is listed)
- If they teach two courses, they earn the home college's standard part-time teaching rate for each course or a minimum of \$15,000 total (whichever is higher) but no more than \$35,000 total (home college refers to where the course is listed)

Full-time Staff Teaching

- Full-time staff members teaching DOC's is by exception only
- Requests for staff members to teach must come from the unit head and include the following justification:
 - What role the staff member is fulfilling on the DOC, and why they are uniquely qualified for that role
 - How the staff member's responsibilities will be covered during their absence (staff may be required to take an unpaid leave of absence from their full-time regular position in order to fulfill their obligations)
 - Whether the staff member is student-facing, and if so, the impact on those interactions
 - Approval for participation from their supervisor and appropriate unit VP before the DOC proposal is submitted
- Compensation
 - GEO will absorb the 1-month salary of Staff approved to teach; extra compensation for any responsibilities related to the DOC will not be provided.

Full-time Administrative Staff Support Role

- Pre-departure work will not be funded by GEO.
- Administrative staff must be approved by their Manager and Dean/Director to perform support work for the DOC as part of their regular duties.
- GEO will absorb the staff's percentage of salary that is allocated to the DOC as negotiated with the Dean/Director of Finance only while the DOC is travelling abroad.
- If support of the DOC will be in addition to their regular duties, it must be approved by the Manager, OTC Finance, College Dean, and the Dean of Finance.
 - Extra comp will be calculated based on the standard PA pay rates and hours of expected additional work
- Faculty may not offer extra compensation to staff without approval.

The Office of The Chancellor policy does not approve for Northeastern faculty/staff to receive honorarium payments for supporting Northeastern events

Administrative Bonus

The faculty member leading the DOC program receives a bonus at a flat rate of \$4,500. If program leadership duties are shared among two faculty teaching in the DOC, the faculty co-leaders can decide how to split the \$4,500 bonus during the budgeting process. The DOC administrative bonus is conditioned upon the successful completion of the Program; timely submissions of final Concur reports, all program related invoices, reimbursement requests and student grades; and the verification of a balanced or surplus budget status.

Payment Schedule

The instructor compensation is paid in four installments, including ½ of the Administrative bonus, starting 05/15 for Summer 1 programs and 07/15 for Summer 2 programs. The remaining bonus will be submitted for payment on confirmation of eligibility. The pay date will depend on timely approvals in Workday.

Program Assistant Time Sheets & Payments

DOC faculty will be asked to nominate program assistants from November to February. Soon after programs are marked fully enrolled and approved to run, OTC Finance and Operations will begin hiring process of program assistants and delegate the DOC faculty leader as the program assistant's manager.

Start date for program assistants vary and is dependent on the program need. The earliest start date for program assistants is the first week of March. Typically, program assistants start the week of the DOC program start date. Justification must be provided for program assistants to begin earlier than March.

All University-hired program assistants are hourly non-exempt employees and are paid bi-weekly (every other Friday). Weekly timekeeping is required of all employees in Workday, the University's employment management system, to ensure timely compensation.

EMPLOYEES Entering Time

- Program assistant hours must be entered in Workday by the end of each week, no later than Sunday at 10 a.m. EST to be paid on time for hours worked.
- Program assistants may enter hours retroactively within a work week, completing their weekly entry no later than Sunday at 10 a.m. EST.

MANAGERS Approving Time

- Ensure the DOC Lead Faculty is a "JM" in Workday to approve program assistant's time prior to your program assistant's start date.
- Approve your program assistant's time within Workday no later than Sunday at 10 p.m. EST.
- It is the DOC Lead Faculty responsibility to manage their program assistant's workload to ensure the hours do not exceed the budgeted amount in the post-enrollment budget.

OTC Finance and Ops Contact

The team can be reached at OTCGlobalOps@northeastern.edu.