

UC Riverside Faculty-Led Education Abroad Program (FLEAP)

Faculty Agreement Contract

Today's Date

Dear Professor Faculty Full Name,

We are delighted that your faculty-led education abroad program has been accepted to be offered this summer, as these programs further our mission to enhance students' international educational experiences. We thank you for your commitment to build and lead this valuable program.

This letter is a Faculty Agreement Contract for your role as FLEAP Faculty of Record for a UCR (University of California, Riverside) Faculty-led Education Abroad Program (FLEAP) for a summer term with details listed below. As the FLEAP Faculty for the two courses listed below from the UCR General Catalog, you are required to comply with the *UC Riverside General Rules and Policies Governing Courses of Instruction*¹.

Instructions: A representative(s) of the UCR Education Abroad Office will review each line item below with each FLEAP Faculty. The FLEAP Faculty will initial each line item to indicate their understanding. All parties will sign and date at the end of the document.

PROGRAM DETAILS:

Primary program location:

Summer Session:

Dates at program location:

Course 1:

Course 2:

Please note that the minimum number of students with applications and deposits required to run your program is 12 by mid-February.

COMPENSATION:

- ___ Faculty receive a salary commensurate with APM (Academic Personnel Manual) 661-18 on a per course basis at a rate of 8.5% of annual per 4-unit course taught in a 5-week session.
- ___ If the course is a 5-unit course, then the compensation is at a rate of 10.63% of annual. This is the same whether the course is taught on campus, remote, or for FLEAP.
- ___ Additional compensation for Summer Session teaching shall be calculated based on the salary rate in effect June 30 of the calendar year in which the Summer Session begins.

¹ Academic Senate Riverside Division. Committee on Courses, UCR. General Rules and Policies Governing Courses of Instruction (Revised July 2013). Appendix 1A. Page 20.

TRAVEL EXPENSES:

- **Round-Trip Airfare** is covered by the UCR Education Abroad Office and budgeted at the economy rate from Los Angeles, or nearby airport if price is comparable, to and from the program start and ending location(s). **Please indicate your preference for airfare arrangements:**
 - I will arrange my own airfare – after receiving approval and staying within the appropriate cost comparison itineraries issued by the Financial Administrative Solutions Team (FAST).
 - I would like FAST to coordinate and book my airfare. I will communicate to FAST any flight changes or cancellations. I understand they will not perform any bookings for family members, or anyone who is not affiliated with UC Riverside.
- **Meals and Incidentals (M&IE):**
 - **75% of the Meals & Incidentals Per Diem Rate (M&IE) on Department of State’s website (aoprals.state.gov), e.g., \$75 of a \$100 M&IE rate.**
 - Per UC policy, receipts are not required to support foreign per diem M&IE claims; however, UC policy requires the traveler only claim per diem up to actuals. The incidental expenses portion of the federal per diem rate includes fees and tips given to porters, baggage carriers, bellhops, hotel house cleaners, or stewards and others on ships, and hotel servants in foreign countries.
- **Lodging and Accommodations:**
 - Additional days: FLEAP provides accommodation for FLEAP Faculty for the duration of the program, plus an additional two (2) days before and two (2) days after for program-related activities, if needed. During this time, faculty can verify and correct planning and/or finalize any outstanding issues and commitments with the host institution/lodging facilities/and other vendors.
 - Pre-visits to FLEAP sites/locations in-country are not financially supported by International Affairs, unless they fall into the additional days previously described and are within the approved budget.
 - FLEAP Faculty must stay within proximity of the student lodging, preferably within a 10-minute walking radius, or half a mile (.80 km). Outside this radius must have an extenuating circumstance and be approved by International Affairs.
 - Lodging will be paid for by the University. Reasonable accommodation will be estimated by the Third-Party Provider (TPP). The approved lodging reimbursable per diem amount will be as noted in the budget and based on actuals. Faculty may stay in upgraded and/or alternate accommodations near students; however, Faculty will be financially responsible for the cost difference and any additional expenses.
 - Additional nights are at the Faculty’s expense unless there is an emergency, program related, and/or business purpose requiring Faculty to stay. Immediate notice must be given to the Third-Party Provider (TPP) and the UCR Education Abroad Office.
 - FLEAP will accommodate your lodging as follows:
 - **Dates and name of lodging/accommodations.**

UC Business & Finance Bulletin G-28 Travel Policy. Per UCR's Accounting travel expense reporting and reimbursement rules:

- All program-related expenses not included on the final budget must receive **approval** from Jun Wang, Assistant Provost of Strategic Initiatives and International Recruitment, prior to making any financial commitments.
- FLEAP Faculty are required to enroll and use the **UC Travel and Entertainment Card (T&E)** (<https://impact23.ucr.edu/te-card-request>), a corporate card that limits out-of-pocket expenses for UC affiliates conducting University-related business. This includes pre-trip payments, emergency cash advances, international travel, and entertainment & group travel expenses.
- Please avoid potential appearance of any conflict of interest and ensure purchases are following University policy. Employees must disqualify themselves from participating in university decisions with a personal financial interest. This includes purchasing from a spouse/relative/near relative or from companies where the purchaser/decision maker has stock ownership.
- All travel expense reimbursement requests must be fully processed by FAST within 30 days (about 4 and a half weeks) of the trip's end date.² Therefore, to allow time for the preparation and approval process, it is required that within 21 days (about 3 weeks) of the end of the program, FLEAP Faculty must submit a detailed account of all expenses, including planned and unplanned student/program activity expenses. Except for as stipulated in the travel reimbursement section, all expenses for which a receipt is required, must include a dated, itemized receipt (in English or translated when possible). Per UC Policy, please be advised if all required and complete reimbursement documentation is not submitted in a timely manner, Faculty will remain liable for the costs, as the University may not reimburse past a certain cut-off date.
- Consistent with UC policy, **receipts are not required** to support foreign per diem M&I claims; however, UC policy requires the traveler only claim per diem up to actuals. Budgeted expenses are reimbursable based on actual receipts.
- Budgeted expenses are reimbursable **based on actual receipts**.
- Expenses for family members/friends/colleagues for personal excursions or other unauthorized activities **will not** be reimbursed and should not be included in the expense report.
- FLEAP Faculty will be reimbursed for program-related ground transportation in the event of an unplanned emergency related to the program, not for family emergencies.
- If applicable, FLEAP Faculty with Third-Party Providers that allocate discounts to the program may be required to participate in some minor promotional duties as listed by the provider. Please be advised that this will need to be completed. Refer to your program trip contract for details.
- Please indicate if you are also planning to claim expenses during this travel period with another department. If yes, please put the two travel coordinators in contact as they will need to submit one travel expense claim.

² University of California – Policy G-28, pages 42 and 43 (<http://policy.ucop.edu/doc/3420365/G-28>).

FAMILY MEMBERS:

- Family members (spouses/partners, children/dependents, other family members, and/or pets) may be permitted to accompany FLEAP Faculty subject to the following considerations:
 - FLEAP cannot provide funds/compensation to support the additional expense of family members;
 - FLEAP teaching assistants will not coordinate housing/planning/care for FLEAP Faculty’s families;
 - FLEAP pays for accommodation for the FLEAP Faculty; any additional expenses/upgrades to accommodate family members will be paid by the FLEAP Faculty;
 - Family members may only participate in program activities at their own expense, and only if their presence does not distract or otherwise adversely impact students, FLEAP Faculty or the normal activities of the program;
 - FLEAP Faculty must make advance arrangements to provide adequate care for children, minors, pets, or those needing assistance during program operating hours;
 - Because program expenses are paid by students, FLEAP Faculty are urged to exhibit sensitivity regarding any perceptions fees are paying for others to travel and/or that companions will detract from the academic program; and
 - FLEAP Faculty are urged to be transparent about family members’ presence on the program and the extent to which students will interact with them as non-participants.
- Due to safety and logistical considerations, FLEAP Faculty must inform the UCR Education Abroad Office of any family members who will accompany them while on-site:
 - I **do NOT plan** to have family members accompany me on the program.
 - I **do not know yet**, but I will inform the UCR Education Abroad Office in writing as early as possible if family members will accompany me on the program.
 - I **DO plan** to have family members accompany me on the program. Their names(s) and relationship(s) of family members accompanying me are:

- FLEAP Faculty must secure the [UCR Waiver of Liability, Assumption of Risk, and Indemnity Agreement](#) for any guests participating in group activities or staying in program lodging (spouse/partner, child/dependent or other family member). All waivers must be signed and submitted to the UCR Education Abroad Office prior to the start of the program.

TRAVEL INSURANCE:

- All international trips (travel outside of the United States) are to be registered with UC Travel Risk Management if not booked through Concur/Anthony’s Travel or ConnexUC. FLEAP Faculty must register themselves and any guests with the **UC Travel Insurance** (<https://ehs.ucop.edu/away>). Coverage includes medically necessary care and evacuation, loss of private property (UC employees only), extraction for political and

weather-related reasons, and more. It can be found at the top of the list of Authorized Applications in your RSpace as UC International and Domestic Travel Insurance. Please note again, booking travel through the UC Travel Program with either ConnexUC or Concur/Anthony Travel automatically enrolls the traveler in the insurance program for travel outside of California.³

If you agree to these conditions, please sign this contract. Please keep a copy for your own records. If you have any questions or concerns, please contact Jun Wang, Assistant Provost of Strategic Initiatives and International Recruitment (Jun.Wang@ucr.edu).

Once again, thank you for your commitment to teach a faculty-led education abroad program during the summer term - it is because of your enthusiasm and dedication that short-term, faculty-led programs are gaining interest from faculty and students. We look forward to working with you as we finalize details for this summer, and we appreciate everything you have done and continue to do to make your program a great learning and life experience for our students.

_____ Faculty Full Name FLEAP Faculty	/	_____ Date	_____ Jun Wang Assistant Provost of Strategic Initiatives and International Recruitment	/	_____ Date
			_____ Marko Princevac Vice Provost of International Affairs	/	_____ Date

³ University of California – Policy G-28, pages 13 and 14 (<http://policy.ucop.edu/doc/3420365/G-28>).