

# STUDY ABROAD AUTHORIZATION FORM

Please refer to attached instructions for details.

(1) COURSE NUMBER \_\_\_\_\_ COURSE NAME \_\_\_\_\_

(1a) ATTACH PRELIMINARY SYLLABUS

(2) SEMESTER/YEAR: \_\_\_\_\_

(3) DEPARTURE DATE: \_\_\_\_\_ RETURN DATE \_\_\_\_\_

(4) DESTINATION(S): \_\_\_\_\_

(4a) ATTACH PRELIMINARY ITINERARY

(5) FACULTY SPONSOR/PROGRAM LEADER: \_\_\_\_\_

(6) DEPARTMENT: \_\_\_\_\_

(7) COLLEGE: \_\_\_\_\_

(8) PER STUDENT FEES: \$ \_\_\_\_\_ PER STUDENT TUITION: \$ \_\_\_\_\_

(9) TOTAL ESTIMATED COSTS: \$ \_\_\_\_\_

(9a) ATTACH PRELIMINARY BUDGET

(10) APPROVAL SIGNATURES:

FACULTY SPONSOR/PROGRAM LEADER: \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT CHAIR/DIRECTOR: \_\_\_\_\_ DATE \_\_\_\_\_

COLLEGE DEAN: \_\_\_\_\_ DATE \_\_\_\_\_

CAMPUS PROVOST: \_\_\_\_\_ DATE \_\_\_\_\_

STUDY ABROAD OFFICE: \_\_\_\_\_ DATE \_\_\_\_\_

After all four signatures are obtained, send copies of this form to the signers and *FDU Study Abroad*.

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Finance / Enrollment Services Department Use Only

AR Code linked to course: \_\_\_\_\_ DATE \_\_\_\_\_

GL Account number: \_\_\_\_\_ **-56420** DATE \_\_\_\_\_  
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# **Completing the Study Abroad Authorization Form**

## **Instructions for Completing “Study Abroad Authorization Form” (SAAF)**

Line (1): Please provide the name and course number for the course. If this is a new course, ensure that a course authorization form (CAF) has been completed.

Line (1a): A preliminary syllabus for the course is requested so that deans, directors and chairs can determine whether an appropriate number of contact hours have been scheduled to satisfy state requirements

Line (2): The semester and year that the trip is taking place should be included on this line. As an example Fall 2006 should be input as “*FA/06*”.

Line (3): The actual dates of the trip should be included on this line. An example would be, “*November 15, 2006 thru November 20, 2006*”. These dates are requested so that the university risk management office can ensure appropriate insurance coverage and protection for travelers.

Line (4): The destination of the trip abroad should be included on this line. An example would be “*Peru*” or “*France and Switzerland.*”

Line (4a): The preliminary itinerary should indicate any location (town, city) where students will be visiting, locations where students will be staying overnight, and means of transportation between locations. A preliminary risk assessment for each country will be conducted by the Study Abroad Office and forwarded to the faculty sponsor/program leader. It is understood that not all itinerary details will be available and certain details may change.

Line (5): The name of the faculty sponsor/program leader who is initiating this request and is sponsoring the trip should be included on this line. See “University Financial Policies and Procedures” document for additional financial responsibilities of the faculty sponsor.

Line (6): The department offering the course should be included on this line. An example would be “*Modern Languages*”.

Line (7): The college and campus offering the course should be included on this line. An example would be “*Becton College, College at Florham*”.

Line (8): The per student cost represents the per student travel rate to participate in this particular trip, including any non-refundable deposits required prior to registration. The per student tuition represents the amount of tuition to be paid by any student not covered by a flat-rate tuition plan.

Line (9): Total estimated costs represent an estimate of the various costs required to run the trip abroad. A detailed budget must be attached and break out the costs by type of

expense. For example, there should be an estimate for airfare, lodging, domestic travel, excursions, meals, insurance, etc. The sum of these estimates should be put on this line.

Line (10): Approval Signatures. By signing his/her name, the faculty sponsor/group leader agrees to adhere to all policies and procedures contained in “University Study Abroad Policy and Procedure Guidelines”, as well as the “University’s Travel and Business Expense Policy”. The faculty sponsor/group leader also agrees that the University is not required to reimburse said faculty sponsor for expenses incurred that would exceed funds billed to the students without prior written approval from the Dean or Provost. The Department Chair or School Director, College Dean, and Campus Provost are also approving the academic dimensions of the course (e.g. fittedness for study abroad, number of contact hours) presented by the faculty sponsor/group leader, its budget, and per student cost, and authorizing a new general ledger account to be set up, and the students to be billed accordingly.