

Study Abroad Programs Meals and Incidental Expenses (M&IE) Policy

Policy 811

Date: May 7, 2007

The Pamplin College of Business offers a variety of study abroad programs for its students. These programs provide students the opportunity to gain valuable first-hand international experience. These programs are supported primarily through student fees, which at times, can be quite expensive.

It is the Pamplin College's goal that faculty leading study abroad programs should strive to minimize costs to students as much as possible. Therefore, the college has adopted the policy, effective Fall semester 2007, that faculty may not claim more than 75% of the allowable government meals and incidentals expenses during their time abroad.

By using M&IE faculty are not required to document actual costs. As in other cases, university policy requires individuals to reduce M&IE for the cost of meals provided by a third party. Requests for exceptions to this policy will be considered on a city-by-city basis if it can be shown that the 75% rate is inadequate to cover reasonable expenses.

Change Log

Date Change:	Change By:	Summary of Change