

| Requested Reimbursement | Reimbursable | Criteria / Reasoning | Processing Method |
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| RETURNING STUDY ABROAD STUDENTS | | | |
| Hotel, Meals, Taxi, and Train | Yes | <ul style="list-style-type: none"> Must be student on formal study abroad Must be reasonable, not excessive in \$ Must be a direct result of COVID-19 recall | <p>Students can submit their expenses to abroadsafetyexp@clermson.edu with appropriate receipt.</p> <p>Additional requirements and information located here: http://www.clemson.edu/procurement/travel/</p> |
| International Airfare | Yes | <ul style="list-style-type: none"> Must be student on formal study abroad Must be reasonable, not excessive in \$ Must be a direct result of COVID-19 recall <p>Note: upgrades to business or first will not be reimbursed. If tickets were purchased by miles, a comparable quote for an economy ticket may serve as reimbursement amount with appropriate receipt and evidence to support.</p> | <p>Per http://www.clemson.edu/procurement/travel/ Travel booked through STA Travel that is to be direct billed to the University is NOT a reimbursable expense to the student as Clemson will be paying these costs direct to STA Travel.</p> <p>Students can submit their expenses to abroadsafetyexp@clermson.edu with appropriate receipt.</p> |
| Domestic Airfare | Depends | <ul style="list-style-type: none"> Must be student on formal study abroad Must be reasonable, not excessive in \$ Must be a direct result of COVID-19 recall Must be a student on an approved list of students as Directed by CFO, AVP of Budget, and Dir., of Procurement | <p>Students can submit their expenses to abroadsafetyexp@clermson.edu with appropriate receipt.</p> <p>Additional requirements and information located here: http://www.clemson.edu/procurement/travel/</p> |
| Baggage | No | This is a cost that would have been incurred regardless of whether the student was recalled due to COVID-19 or not. This includes baggage purchased to put items in it. | Not reimbursable. |
| Excursions | No | Expenses associated with “side trips” or trips of a purely personal nature that students decided to take outside of the formal study abroad. This includes meeting up with friends or family in an international location. | Not reimbursable. |
| Meal Plans | No | Meals and food would be a normal expense regardless of location. <i>This includes any prorated amounts that may be suggested.</i> | Not reimbursable. |
| Housing | No | Only under rare cases will housing be accommodated. Requires student to be cleared by Redfern Health Center. Requires approval from Chief Financial Officer and AVP of Housing and Dining. | Not reimbursable. |

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| | | <i>This includes any prorated amounts that may be suggested.</i> | |
| FUTURE STUDY ABROAD STUDENTS | | | |
| Study Abroad Application Fees | Yes | Each application fee is \$350. Includes faculty-directed and foreign institution directed trips. | Reimbursable for COVID-19 activities with <i>prior approval</i> from Chief Financial Officer and Director of Procurement in collaboration with Study Abroad. Once approval granted, students can submit a formal request to safetyabroad@clemson.edu . |
| Study Abroad Program Deposit Fees | Yes | Each deposit differs by program. Range of ~\$700 - \$1,300. Includes faculty-directed trips. | Reimbursable for COVID-19 activities with <i>prior approval</i> from Chief Financial Officer and Director of Procurement in collaboration with Study Abroad. Once approval granted, students can submit a formal request to safetyabroad@clemson.edu . |
| Study Abroad Tuition | No | \$712 per credit hour per FY20 rates. Includes faculty-directed trips. | Not reimbursable. |
| Study Abroad Future Flight Cancellation Fees | Yes | Only the cost of the <u>cancellation fees</u> . Student will keep any airline credit / refund directly. | Reimbursable. Students can submit their expenses to abroadsafetyexp@clemson.edu with appropriate receipt |
| GENERAL | | | |
| Cash Receipts | Depends | If a student pays cash for a taxi, food, etc. the maximum reimbursement amount without a receipt is \$25. | Per University Student and Employee Travel Policy and guidelines http://www.clemson.edu/procurement/travel/index.html . |
| Mandatory Fees | No | This refers to reimbursement of mandatory fees associated with Redfern, IT, Campus Rec, etc. | Not reimbursable. |
| Parking | No | Current parking cycle ends 6/30 for faculty and staff. Parking cycle for students ends 8/15. | Not reimbursable. |

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| *Airfare Clarification | Clemson is reimbursing for the incremental costs a student incurred due to the requirement to return to the US early. Therefore, we are NOT reimbursing for the cost of the originally purchased return airfare. That is an expense that the student would have had regardless of COVID-19. When a student cancels or changes that original ticket, there is most likely a change or cancellation fee – that fee is incremental, and Clemson will reimburse that fee. If a totally new ticket is required to be purchased, that ticket is also reimbursable. However, the original ticketed amount is NOT incremental, and in most cases actually remains as a credit for the student to use towards another flight for up to a year. For these reasons, Clemson is NOT reimbursing this cost of the originally scheduled return ticket. |
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3/18/2020