SPENDING PLAN TOOL
USER GUIDE

FINANCE & ADMINISTRATION TEAM
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Introduction

The Spending Plan Tool (SPlaT) is a new online tool that allows you to build a detailed spending plan for your program. You will use the projected expenses from your proposal budget to enter specific details for each invoice, including vendor name and payment method. The expenses in your spending plan are divided into the following categories:

- Program Personnel Salaries and Benefits
- Administrative Costs (supplies, shipping costs, printing/copying, etc.)
- Program Personnel Airfare and Ground Transportation
- Home Base Costs (student lodging, classroom rentals, transportation, activities, etc.)
- Excursion Costs (transportation, lodging, meals, etc.)

SPlaT was created to support the Study Abroad Office’s goal of increasing access to study abroad programs for all students. By enabling program directors to prepare their programs with more financial details in advance, Study Abroad Finance & Administration (SAFA) can process payments more efficiently and effectively. This enables us to support more successful programs with less worry in the field about logistics and payment details.

The Spending Plan Tool also features many advantages for Program Directors:

- SPlaT is a web-based tool, so the most current version is always accessible to you and UW Study Abroad on any device.
- Multiple users can have access to your Spending Plan (Co-Directors and program staff, Departmental Admins, etc.) with different levels of viewing/editing permissions.
- Splat imports multiple currency exchange rates for programs visiting more than one country.
- Your program plan can be copied and edited for the next iteration of your program.
- Compiled data from program spending plans will provide us with a shareable historical record of past programs.

To begin your Spending Plan, please follow the link: https://depts.washington.edu/provdata/planner/.

If you have any questions or concerns, please feel free to contact Study Abroad Finance & Administration (SAFA) at: (206) 685-1438 or uwsafa@uw.edu.
Who Do I Ask For Help?

The F&A and FLP teams in the Study Abroad Office are here to support you as you learn to use this tool and build your program's spending plan. The following table is to help you get the answers you need for your specific questions.

### PHASE 1: BUILDING YOUR SPENDING PLAN

<table>
<thead>
<tr>
<th>Question Type</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Questions about SPlaT</td>
<td>Study Abroad F&amp;A</td>
</tr>
<tr>
<td>Personnel Salaries and Appointment Types</td>
<td>Your Departmental Admin/Payroll Coordinator</td>
</tr>
<tr>
<td>Budget Items, vendors, Study Abroad policies</td>
<td>Your Study Abroad Program Manager</td>
</tr>
<tr>
<td>Payment methods, payment policies and</td>
<td>Study Abroad F&amp;A</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PHASE 2: POST SPENDING PLAN SUBMISSION

<table>
<thead>
<tr>
<th>Question Type</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeting or exchange rate changes, student</td>
<td>Your Study Abroad Program Manager</td>
</tr>
<tr>
<td>Personnel Appointment and Payment Status</td>
<td>Your Departmental Admin/Payroll Coordinator</td>
</tr>
<tr>
<td>Payment status, field advance</td>
<td>Study Abroad F&amp;A</td>
</tr>
</tbody>
</table>

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**STUDY ABROAD F&A TEAM CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Team Email:</th>
<th><a href="mailto:uwsafa@uw.edu">uwsafa@uw.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Phone Number:</td>
<td>206.685.1438</td>
</tr>
<tr>
<td>Individual Contact Info:</td>
<td>Marc Aubertin—206.685.1438, <a href="mailto:mauberti@uw.edu">mauberti@uw.edu</a></td>
</tr>
<tr>
<td></td>
<td>Stephanie So—206.221.6137, <a href="mailto:stephmso@uw.edu">stephmso@uw.edu</a></td>
</tr>
<tr>
<td></td>
<td>Emily Warren—206.897.1499, <a href="mailto:eewarren@uw.edu">eewarren@uw.edu</a></td>
</tr>
</tbody>
</table>
User Roles

User roles in the “Spending Plan Tool” are set by the Study Abroad F&A team, in collaboration with the UW Study Abroad Faculty Led Programs team and Program Directors. The levels of access are designed to provide functional access to support an individual's responsibilities, while insuring the integrity of the data and protecting the privacy of those whose compensation are contained within the tool. Please contact the Study Abroad F&A team if you would like to have users added or user roles changed.

<table>
<thead>
<tr>
<th>Access</th>
<th>Roles</th>
<th>Typical Users</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrator</strong></td>
<td>The Administrator will be the primary creator and editor of the spending plan, and will also determine when the spending plan is ready for submission to the F&amp;A team.</td>
<td>Program Director(s)</td>
</tr>
</tbody>
</table>
| Editor | Users designated as Editors are able to make edits to the spending plan but may not submit the spending plan. | Program Co-Director  
Program Manager  
Department Staff |
| Viewer | Other program stakeholders may be given read-only access of the spending plan. | Department Chairs and Deans  
Departmental Administrators  
Payroll Coordinators |
How Do I Choose a Vendor/Supplier?

There are many considerations when choosing a vendor/supplier. The most important considerations are:

- Is the service the vendor provides critical to the academic outcomes of the program?
- Will there be availability during the program timeframe?
- Will goods/services be cost effective?
- Is the vendor ideally located to minimize associated transportation costs?
- Other considerations particular to your program and location?

FINANCE & ADMINISTRATIVE POLICIES AND BEST PRACTICES

UW policy encourages employees who run programs abroad to use every means possible to purchase as many goods and services as possible prior to leaving the US, with the goal of minimizing the Field Advance cash required in the field.

The Study Abroad F&A team has responsibility for administering all program funds and therefore has all the tools necessary to make payment in advance, including University Corporate Credit Cards and wire transfer (assisted by Procurement Services). US vendors may be paid by check or direct deposit when available.

CREDIT CARD

The fastest and most secure means of payment for goods and services abroad is by credit card made directly by our F&A team.

Suppliers who can accept credit card payments in advance will receive funds almost immediately and this offers two important benefits:

1. The security of knowing that your goods and services have been secured in advance
2. Electronic tracking provided by the credit card company (including the ability to dispute charges for undelivered good or services when appropriate)
How to Choose a Vendor/Supplier (continued)

WIRE TRANSFER

Wire transfers via UW’s Procurement Services are widely accepted by global vendors. Many of our payments for Study Abroad Programs utilize this method.

Some things to consider when you choose a vendor who only accepts payment by wire:

- **Lead-time required:** Up to 4 weeks depending on destination
- **Tractability:** Minimal - any refunds require action by the vendor
- **Ability to dispute payment:** None
- **Reliability:** Only as good as the supplier’s ability to provide accurate wire instructions.
- **Other considerations:** UW has no way of knowing if foreign banking jurisdictions intercept wires from US, or if wires are routed through intermediary banks.
How do I choose a payment method?

Study Abroad Finance & Administration (SAFA) recommends as much pre-payment as possible. If your vendors are able to take payment by credit card through email/phone or wire payments, these are our preferred methods. A few important expenses to pay in advance are airfare, student lodging deposit, and faculty lodging. We understand that many vendors only accept cash so we provide you with a field advance. To minimize the volume of cash you must carry, as well as tracking receipts and reconciliation, we advise you to have as many payments made through SAFA prior to your program start date.

**UWSA (UW Study Abroad)**

- **Credit Card** is our most recommended method of payment. It takes between 1-3 days for payment to be completed.

- **UWSA Wire Transfer** is our 2nd most recommended method of payment. This takes 4-6 weeks to process and for vendor to receive payment. To pay by wire, supply vendor’s bank information with invoice

- **Field Advance**: Funds arranged by UW Study Abroad to be credited to Field Advance Cards for use by Program Staff in purchasing supplies/services in the destination country.

- **Out-of-Pocket**: Personal funds used to purchase supplies or services for a program when no other method of payment is possible.

Any expenses that cannot be pre-paid will be paid through a **Field Advance**, which will be loaded onto a prepaid debit card issued by the UW. If the location of your program does not accept Western Union or US Bank cards or has cash limitations, please let SAFA know and we can work on alternative options.

Some expenses such as pre-departure meetings meals, international phone plans, and supplies are paid **out-of-pocket** with personal funds. These will be reimbursed by SAFA through the ARIBA system.

If a payment needs to be transferred from your program budget to another department, select **UWSA**.

If your program runs through the **Rome Center**, many of your expenses will be paid by Rome Center staff (Sheryl and Laura). Examples: student and faculty lodging, museum admission, excursion lodging.
Rome Center & Leon Center

If your program is taking place in Rome, Italy or Leon, Spain, some special items apply to your budget. In these locations the UW's Rome and Leon Centers will make various arrangements on your behalf and will bill your program directly.

Most expenses paid by the Rome Center (lodging, transportation, museum fees) are integrated in the Projected Spending pages. To indicate that the Rome Center will be paying for a particular item, select it as the payment method.

For items arranged by the Leon Center, choose UWSA as the payment method.

Use this field to enter Rome Center and Leon Center student fees. The payment method for Rome and Leon Center Fees is always “UWSA”

CURRENT CENTER FEE AMOUNTS

<table>
<thead>
<tr>
<th>ROME CENTER STUDENT FEE (PER STUDENT)</th>
<th>Quarter</th>
<th>Short term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,715</td>
<td>$1,215</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEON CENTER STUDENT FEE (PER STUDENT)</th>
<th>Quarter</th>
<th>Short term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,300</td>
<td>$900</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ROME CENTER FACILITY FEES</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class/Studio Rental (minimum 3 days/week)</td>
<td>$160</td>
<td>$1,105</td>
<td>$4,410</td>
</tr>
<tr>
<td>Rome Ctr. Apartments (Students or Faculty)</td>
<td>$114</td>
<td>$770</td>
<td>$3,066</td>
</tr>
<tr>
<td>Offsite Apartments (Students)</td>
<td>€ 30 per student/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offsite Apartments (Faculty/Staff)</td>
<td>€ 90 per person/day</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEON CENTER FEES</th>
<th>Quarter</th>
<th>Short term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead (per student)</td>
<td>€ 200</td>
<td>€ 140</td>
</tr>
<tr>
<td>Student Homestays (includes 3 meals/day)</td>
<td>€ 24 per student per day</td>
<td></td>
</tr>
<tr>
<td>Promotion</td>
<td>€ 150</td>
<td></td>
</tr>
<tr>
<td>Field Trip Coordination</td>
<td>€ 3075</td>
<td></td>
</tr>
</tbody>
</table>
Glossary of Terms

**Durable Goods**—Non-disposable goods or equipment that must be retained following the program

**Earnings Type**—The three character code in the UW payroll system which identifies the type of payment being made.

**Excursion**—A day or longer trip away from the program home base

**Ground Transportation**—Transportation to and from an airport

**Group Meal**—Meal for all program staff and students hosted by the program

**Guest Speaker**—A guest speaker payment, otherwise known as an honorarium, is intended for individuals who over services to a program for one day or event.

**Home Base**—The location in which your students will spend the majority of the program

**Honorarium**—Payment to an individual for a one time/one day service

**Independent Contractor**—An independent contractor is an individual, company, or institution that provides a service to a program over multiple days (i.e. more than a one-time event). Examples include tour companies providing all-inclusive package tours, foreign universities providing program lodging, meals, and/or other services, and local individuals who will serve as a "local coordinator" for the program in the field. Hiring a local contractor requires a formal agreement between UW and the contractor.

**Local Coordinator**—A company or individual that acts on behalf of the Program Director(s) to arrange and/or purchase goods and services in the program location.

**Meal Per Diem**—The Study Abroad office allows a maximum of 35% of the maximum daily meal per diem rate set by the U.S. State Department. Program meal per diems are calculated by multiplying this amount by the number of days you will be leading the program. You do not need to save receipts for meals you buy with these funds.

**Preview**—On the Summary and Submit Budget Plan page, you can preview your plan before submitting it using the 'Preview' button at the bottom of the page. The preview will show you all plan expenses and budgets, as well as summing up the total amounts to be paid by different payment methods.

**Salary Distribution**—Salary distributions lines are added to an employee's payroll appointment page to indicate which budget their salary should be charged to and for which pay periods.

**Submit**—When you submit your Spending Plan on the Summary page, you are indicating that it is complete and that the Study Abroad F&A team can begin to make payments on your behalf. To make changes to your spending plan after you have submitted it, contact the F&A team at uwsa-fa@uw.edu.

**UW Home Department**—The home department is the academic or administrative unit that has primary appointment authority for an employee. It also serves as the "coordinator" for payroll actions for an employee. The administrator/payroll coordinator of the home department serves as the contact person for OPUS payroll/personnel issues for employees within their unit.
Launch Page

The Launch page is the home page of the Spending Plan Tool, and where you will access your own Spending Plan(s). The UW F&A team will create your plan for you, and from here you can edit unsubmitted Spending Plans and view submitted Spending Plans.

Spending Plan Tool URL:  https://depts.washington.edu/provdata/

When you have logged into the Spending Plan Tool, click “Retrieve a Planner”. One or both of the following options will display.

If you are working on a Spending Plan that has not been finalized and submitted, you will find it under “Planners Available for Edit”. Choose the correct plan and click “Continue”.

If you are working on a Spending Plan that has already been finalized and submitted, you will find it under “Archived/Completed Planners”. Choose the correct plan and click “Continue”. You will have view only access at this point.

Don’t see your spending plan? Contact Study Abroad F&A at uwsafa@uw.edu or 206-685-1438.
Program Details Page

The Program Details page is the first page of the Spending Plan Tool and is where you will provide basic information about your program, including title, “home base” location, start and end dates, and an estimated number of students. You can also add all foreign currencies you will be using during your program, and the Spending Plan Tool will import the current exchange rates.

SPaT allows you to choose more than one Co-sponsoring department. Select the first department, click “Save Co-sponsor”, and select and save additional co-sponsors. You can edit or remove them later.

To add multiple currencies, label and select first Currency code, click “Save Currency”, and repeat for each currency. Clicking “Save Currency” imports the current exchange rate. You can edit or remove currencies or rates as needed.

Use the Program Notes field to enter any details you want to remember as you work on your spending plan.

Don’t forget to click “Save All” before you move on to the next tab!
Program Personnel Page

Here you will provide information about all UW personnel who will be paid with program funds, including Program Director(s), support staff and student employees. These entries will help you fill out the projected spending pages. Please work with your departmental administrator or payroll coordinator to determine UW Home Departments and Appointment Types for personnel.

- **First Name**
- **Last Name**
- **Role**
  - Program Director
  - Program Staff
  - Academic Student Employee (e.g., RA, TA, Staff Assistant)
  - Other
- **UW Home Department**
  - Select...
- **Appointment Type**
  - Faculty (permanent)
  - Faculty (temporary)
  - Professional Staff
  - Classified Staff
  - Post doc Trainee
  - Graduate Student Appt (TA, RA)
  - Hourly
  - Med Resident/Sr Fellows

**Save**

Do not enter people who are supporting your program who will NOT be UW employees, such as local coordinators or instructors. You will add these later in your spending plan.

You can create placeholders for personnel while you’re finalizing staffing by adding a temporary name and the role.

An employee’s home department is the academic or administrative unit that has primary appointment authority for an employee. This may not be the program’s sponsoring department. Consult with your departmental administrator or payroll coordinator to determine an employee’s home department.

Consult with your departmental administrator or payroll coordinator to determine an employee’s appointment type.

Click the green "Save" button after entering information for each person. You will see each member of your personnel appear at the top of this page after you add them (see next page).
### Program Personnel:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Department</th>
<th>Appt Type</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane</td>
<td>Program Staff</td>
<td>Communication (COM)</td>
<td>Professional Staff</td>
<td>Edit</td>
<td>Remove</td>
</tr>
<tr>
<td>Smith, John</td>
<td>Program Director</td>
<td>Communication (COM)</td>
<td>Faculty (permanent)</td>
<td>Edit</td>
<td>Remove</td>
</tr>
<tr>
<td>Person, New</td>
<td>Program Staff</td>
<td>Communication (COM)</td>
<td>Classified Staff</td>
<td>Edit</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Program Personnel can be edited or removed at any time.

Use the Personnel Notes field to record any details you’d like to remember later.

Don’t forget to click “Save All” before you move on to the next tab!
Salaries & Benefits Page

Here you will enter salary distributions for all UW personnel that will be paid from the program budget. Salary policy details can be found [here](http://www.washington.edu/studyabroad/faculty-staff/for-program-directors/finances/hiring/)

Please work with your Department’s Administrator or Payroll Coordinator to determine the correct salary distribution start and end dates, earnings types, and base monthly salaries for your program staff members. The F&A team will compile and send this information along with the program budget number and total salary to the appropriate department administrator(s) to set up appointments and enter distributions.

If you don’t see the individual listed in this drop down, make sure you have entered and saved them on the Program Personnel page.

The salary start and end dates should correspond to the UW pay periods: 1st-15th and 16th-31st, **not** the start and end dates of your program.

*Example:* Fall program dates are 9/24-12/10 budgeted to be paid 3 months. Enter salary dates 9/16-12/15.

Select one of the Earning Types from the drop down menu. If you have any questions on which earn type is appropriate, please contact your department administrator.

Enter the total budgeted salary for the individual.

The benefits will auto calculate based on the Earn Type selected and monthly salary/hourly rate.

Click the Save button to save this employee’s salary information and enter the next person’s information.
Once you click save, the salary distribution will populate at the top. You will also see options to “Edit” or “Remove” any salary distribution later.

As you enter line items, the subtotals of all salaries and benefits will display below.

Remember to click “Save All” before you leave this page.

If any of your personnel are being paid by their department or other funds, do not enter their salary on this page. This page is intended for salaries and benefits that will be paid with program funds.

Please add a note to let us know about personnel who are not being paid with program funds.
The Program Administrative Costs page is where you will capture the mostly lower-cost items that are required for administration of the program. For any Program Administration costs that you expect to incur in foreign currency while in the field, please estimate the USD equivalent of that expense and include it in the Total Cost (USD) field.

- All entries on this page must be in **lump sums in USD**. The notes field can be used to add more detail if required.
- Items on this list can be paid either through SAFA or with funds from your field advance.
- Only select “Field Advance” as a payment method for items you can only pay for in the field.

“Durable Goods” are defined as “equipment items with a life-expectancy that exceeds the term of the program”. UW policy requires Study Abroad to retain custody of and track the location of these goods.

Examples include building equipment, scientific research equipment, or audio/visual equipment integral to the curriculum and proposed outcomes of your program.
TUITION and/or STUDY ABROAD FEE for Research Assistants or Teaching Assistants who are not paid a salary for working on the program. These line items account for amounts that will be expended to pay their cost of matriculation and fees in OTHER Study Abroad Programs (such as Independent Learning Programs).

Use this field to enter Rome Center and Leon Center student fees.
- Rome Center Student Fee = $1,715 quarter or $1,215 short-term program per student
- Leon Center Student Fee = $1,300 quarter or $900 short-term program per student

All costs entered on this page are totaled on the bottom of the page.

Don’t forget to click Save All before you move on to the next tab!
Airfare and Ground Transportation

Use this page to enter round trip airfare to your program location for program staff. Study Abroad policy will only approve payment for flights directly to and from your program destination within 7 days before your program start date and 7 days after your program end date. Any personal travel must be paid by the program staff member. Only ground transportation (e.g. shuttle, taxi, personal vehicle mileage) from the UW to your departure airport should entered on this page.

- Add Airfare line items for previously entered program personnel by selecting them from the drop-down menu.
- If no baggage fee, you must enter “0”.
- Enter any program staff visa fees here.
- Save each entry here. When saved, each item will appear in a list at the top of the page (see example below). They can be removed or edited later.
- Use the copy function to copy the same flight details for another program staff member.
Airfare and Ground Transportation

Add Ground Transportation line items for previously entered program personnel by selecting them from the drop-down menu.

Save each entry here. When saved, each item will appear in a list at the top of the page. They can be removed or edited later.

Don’t forget to click “Save All” before you move on to the next tab!
Home Base (Non-Excursion) Costs Page

The Home Base page is where you will provide detailed information about program expenses at your home base location such as lodging, transportation, activities, guest speakers and local coordinators. This sections requires invoice details including vendor name, local currency and number of units (students, tickets, groups, vans, etc.). If you do not have a home base, each location will be considered an excursion. Do not enter any home base details in this section.

Some hints for using this page:

Under each expense category (Classroom, Group Meals, Daily Public Transport, and Activities), enter each activity separately.

Example: If you are planning 6 group meals, please enter 6 group meal line items.

1. The number of units is flexible to account for varying ways of charging. A unit can be a student, ticket, day, room, van, etc.

2. The foreign currency drop down items are pulled from the currencies added on the Program Details page.

3. The Spending Plan Tool automatically calculates the Total Cost USD using the exchange rate from the Program Details page.

4. As you enter and save line items, they will appear in a list where you will be able to make changes, as seen above.

   - **Edit**: Make changes to the line item.
   - **Remove**: Delete the line item.
   - **Copy**: Duplicate the line item for quick entry.
Hints for specific expenses:

Use this field to enter faculty and staff ground transportation costs from the airport to their lodging. Select the staff member in the first field.

Total Cost Foreign for Lodging expenses are calculated by multiplying Number of Units by Unit Cost Foreign (A x B). Note that Number of People is not included in the calculation.

Consult with your Program Manager to use the appropriate “cost per day” for your time and location. This will be processed through UWSA through ARIBA. Study Abroad policy allows up to 35% of the maximum per diem set by the State Dept.
This item can be used for any individual providing services for ≤ 1 day, including tour guides, translators, and lecturers.

This item should be used for individuals providing services for your program:
- for more than one day/event,
- who do NOT have UW appointments.
- Most of these individuals will be foreign nationals; please let us know if they are U.S. citizens.

All costs entered on the Home Base page are totaled on the bottom of the page.

Don’t forget to click Save All before you move on to the next tab!

Use the Home Base Notes field to enter any details/exceptions you want to remember as you work on your spending plan.
Projected Spending: Excursion Costs

Complete this page for each excursion you are planning, whether it be for a day trip or a longer period of time, or for programs with no home base. For each excursion, enter projected costs for transportation, lodging, activities and local independent contractors. Please be as detailed as possible. When you have entered all costs for one excursion, click “Save This Excursion” and repeat for all other excursions.

For some basic instructions on using these fields to enter costs, see the Home Base Costs User Guide.

Enter transportation costs and lodging costs for program staff and students separately.

“Lodging Type” equals hostel, hotel, private apartment, etc.

Total Cost Foreign for Lodging expenses are calculated by multiplying Number of Units by Unit Cost Foreign (A x B). Note that Number of People is not included in the calculation.

This field can be used to include meal per diem costs for programs with no home base, or for staff who are only going to be present in one location.
This item can be used for any individual providing services for ≤ 1 day, including tour guides, translators, and lecturers.

This item should be used for individuals providing services for your program:
- for more than one day/event,
- who do NOT have UW appointments.
- Most of these individuals will be foreign nationals; please let us know if they are U.S. citizens.

As you save excursion costs, they are added to a sub total shown at the bottom of the page.

When you are finished adding costs to an excursion, click “Save Excursion”.
Your excursion will collapse into one line at the top of the page under Added Excursions.

Don’t forget to click “Save All” before you move on to the next tab!

Click edit to display and make changes to any excursion costs or to add new costs.
Summary & Submit Page

The Summary and Submit page is the final page of the Spending Plan Tool. It totals all expenses that you’ve added and allows you to add any additional funds you have from GIF awards, departmental grants and a program surplus/deficit from recurring programs. Once you have completed the Spending Plan, the final step will be to click Submit at the bottom of the page. Once you have submitted your spending plan, SAFA will review your plan and contact you with any questions. Your spending plan cannot be altered once you have submitted it via the Spending Plan Tool; if you need to make changes, consult with your Program Manager.

Enter additional revenue funds from GIF awards, grants, etc. as a lump sum here.

Example: Receiving a GIF award of $5000 and a department grant of $5000.
Source of Funds: GIF and Department
Amount of Funds: $10,000

Once you’ve completed the Spending Plan, click Submit Budget Plan!
Exceptions

Programs may have expenses that do not align perfectly with the Spending Plan tool. Below are some examples of complex scenarios with details on how to enter them into your plan. If you have an exception that isn’t listed here, please contact SAFA.

The vendor you have selected **only accepts check payments**, which payment method do you select?

Consider having the local coordinator contract include payment for airfare, lodging and other expenses.

The program budget, via SAFA, will be paying a **local coordinator’s airfare, lodging, and transportation separate from their service fee**. How do I enter this clearly into the plan?

Consider having the service fee include their airfare, lodging and transportation. If you would like to have SAFA pay for your LC’s expenses, please enter each expenses as a separate line item as shown below.

How do you enter the revenue generated from a **student’s withdrawal fee** into your spending plan?

At this time, there is no section to enter this revenue. If you have to add a withdrawal fee into your plan, please enter it on the Summary & Submit Page, enter it under “Other Committed Funds” as shown below.

How do I indicate that a payment where a **50% deposit is made in advance and the final 50% is made in person**?

Please enter the 50% deposit and final 50% as separate line items with different payment methods as shown below.
Next Steps

Your spending plan should be submitted once your program is confirmed. The plan will go through a review process with your program manager and SAFA. This is when you can begin sending in invoices associated with the expenses on your spending plan to uwsafa@uw.edu for payment. The sooner you submit your plan, the sooner SAFA can send payments.

1. Your program manager will review your Spending Plan for accuracy. This will take between 5-10 business days. If any changes need to be made, the plan will be submitted for revision.

2. Next, SAFA will complete a final review. We will review for issues with payment method selection, field advance amount and any other issues.

3. Once your program is confirmed, email your invoices to uwsafa@uw.edu for payment processing. Please make sure to include your program name, program director, amount and payment method.

4. SAFA will pay for the invoices you’ve emailed in. SAFA will also process your salary and meal per diem based on your spending plan.

5. Attend the “Next Steps for Confirmed Programs” Workshop

6. Schedule a field advance meeting with SAFA to finalize your field advance amount and review the rules and reconciliation process.