STUDY ABROAD AUTHORIZATION FORM (SAAF)
Please refer to attached instructions for details

(1) COURSE NUMBER ___________________ COURSE NAME ______________________________
(2) SEMESTER/YEAR:_______________________________________________________________
(3) DEPARTURE DATE:_______________________ RETURN DATE___________________________
(4) DESTINATION(S): ___________________________________________________________________
(5) FACULTY SPONSOR/PROGRAM LEADER: ___________________________________________
(6) DEPARTMENT: ______________________________________________________________________
(7) COLLEGE: ___________________________________________________________________________
(8) PER STUDENT FEES: $_________________ PER STUDENT TUITION: $___________________
(9) TOTAL ESTIMATED COSTS: $___________________
(10) ATTACHMENTS: a) Preliminary syllabus; b) Preliminary Itinerary; and c) Preliminary Budget
(11) APPROVAL SIGNATURES:
FACULTY SPONSOR/PROGRAM LEADER:________________________________DATE________
DEPARTMENT CHAIR/DIRECTOR: __________________________________DATE________
COLLEGE STUDY ABROAD COMMITTEE: ______________________DATE________
COLLEGE DEAN: ______________________________DATE________
CAMPUS PROVOST:____________________________________________________DATE________
STUDY ABROAD OFFICE:____________________________________________________DATE________

After departmental, college, and campus signatures are obtained, send copies of this form to the signers and FDU Study Abroad. FDU Study Abroad will forward completed form to Finance, Enrollment Services, Risk Management offices

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Finance / Enrollment Services Department Use Only

AR Code linked to course: _______________ DATE____________________

GL Account number: _______________ -56420 DATE____________________

Effective May 8, 2009
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 (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.”

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.

Line (10): Required Attachments. a) 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. b) A 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. c) A preliminary 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 (11): 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 Financial Policies,” "University Study Abroad Emergency Response Protocols,” and “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 unreasonable or unnecessary expenses incurred that would exceed funds billed to the students. The Department Chair or School Director, College Study Abroad Committee (where applicable), 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.