Global Learning Experience (GLE) Project Funding Details

Funding details:

- The Comprehensive Internationalization Committee (CIC) may approve funding for eligible expenses (see below) for the first implementation of the proposed GLE up to $3,500.
- Faculty whose GLE is approved and successfully implemented are eligible for additional funding as follows:
  - $500 for each additional iteration of the GLE, up to 3 times (e.g., up to $1,500 total)
  - The $500 will be awarded in the form of a one-time payment once the following occurs:
    - Both GLE survey instruments (“GLE Faculty Survey,” and “GLE Student Survey,”) administered by the office of Global Engagement (GE), are completed after each GLE iteration; and
    - The faculty member attends a required debriefing session after each GLE iteration ends and submits all relevant course materials to the GE office before the debriefing meeting.

Eligible expenses:

- Travel expenses to visit partner faculty/institution as follows:
  - Round trip airfare (economy class)
  - Hotel stay: up to five nights maximum
  - Entertainment expenses:
    - Daily meals will not be covered
    - If appropriate for the project, up to $200 of the available funds can be used for relevant site visits, such as entry fee to a historical site, or for other social events described in the budget section of the proposal.
- Purchase of technology needed for implementation of project, such as a webcam.
- Purchase of other learning materials required for project.

Usage of funds:

1. Funds will only be available for usage within 18 months from the proposal approval date.
2. GLE funds are disbursed only in the form of reimbursement for eligible expenses related to the project (as described in the GLE proposal and approved by CIC). All purchases must be made by the DePaul faculty member only. Reimbursement will be made upon the submission and approval of appropriate documentation (detailed instructions will be included in the official proposal acceptance message).
3. The total amount of the reimbursement should closely match 1) what was listed on your GLE proposal under the budget section and 2) should also take in consideration any other special notes regarding funding that CIC made in the proposal acceptance message.
4. If approved by the Global Engagement office and the budget allows for it:
   - A follow-up trip for the DePaul faculty member is allowed within the above-mentioned, 18-month timeframe.
   - Both travel for the DePaul faculty member to visit partner institution and for the partner faculty to visit DePaul are allowed, but all purchases must be made by DePaul faculty member (see 2. above) (certain visa restrictions may apply for non-US passport holders).
5. University Procards cannot be used for GLE related expenses.

Important notes:

- Academic Affairs reserves the right to deny reimbursement for non-eligible expenses. If you are unsure of the eligibility of a planned expense, please contact Rosi Leon at rleon1@depaul.edu.
- Purchases (pre-approved) of any durable goods (e.g., anything besides travel and food) will be considered as additional taxable income and as such, subject to applicable tax withholding. Such withholding will automatically take effect upon processing of the reimbursement.

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