

Global Learning Experience (GLE) Project Funding Details

Before completing a GLE proposal, please carefully read this document as it contains important information about GLE funding.

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 \$1500 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 the required debriefing session after each GLE iteration ends.

Eligible expenses:

- Travel expenses to visit partner faculty/institution as follows:
 - Round trip airfare (economy class)
 - Hotel stay: up to five nights maximum
 - Local travel (e.g. transportation to/from airport)
 - 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 or a specific networking event, but only if they are strictly related to the GLE project (rationale must be provided).
- Purchase of technology for the DePaul faculty member needed for implementation of project (e.g. webcam or headset for synchronous meetings). Please note that the Office of GE can recommend an appropriate webcam or headset at an affordable price. Please email Rosi León at rleon1@depaul.edu for recommendations.

Ineligible expenses:

- Daily meals or alcohol
- Textbooks for students
- Laptops/iPads etc.
- Equipment or materials for partner faculty/students

Usage of funds:

- Funds will only be available for usage within 18 months from the proposal approval date.
- GLE funds are disbursed only in the form of reimbursement to the DePaul faculty member for eligible, pre-approved expenses related to the project. All purchases must be made by the DePaul faculty member only. Reimbursement will be made upon the submission and approval of appropriate documentation.

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- If approved by the Global Engagement office and the budget allows for it:
 - Both travel for the DePaul faculty member to visit partner institution and for the partner faculty to visit DePaul are allowed (certain visa restrictions may apply for non-US passport holders).
- GLE funds cannot be used for purchasing flight insurance or flight cancellation insurance.
- 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 León at rleon1@depaul.edu.
- Purchases 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.