International Activities

Reminders and New Resources

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Reminders – tips for summer

• Plan ahead to avoid out-of-pocket
• Differentiate between travel expenses and non-travel expenses
• Review mobile device policy
• Use custodial fund if no better option
• Be very careful about hiring locally
Careful review to differentiate

**Travel**
- Airfare, ground transport, lodging, per diem for the IU traveler only
- Visa, passport, photographs
- Inoculations
- Currency exchange

**Not Travel**
- Travel expenses for a third party
- Anything recurring or contractual
- Duplicating, supplies (memory card, batteries, local map), first aid
- ATM fees
- Mobile phone

Reference: [Travel Management Services: Foreign Travel](#)

Reference: [Policy I-480 Mobile Devices](#)

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Employing Individuals Overseas

• Direct IU employees stationed abroad on long-term assignment (> 90 days, not sabbatical or leave situation) **very rare**

• Requires IU General Counsel review – potentially may need to retain external counsel
  
  • Is IU required to register in the country?
  • What are IU’s obligations for paying local taxes, social benefit programs?
  • Are IU’s standard benefits applicable?
Contracting for Professional Services Overseas

• Working through a partner institution or local employment agency best option
• New e-doc through IU Purchasing
  “Consultant Form” *(in development)*

• Protecting the faculty member 2 fronts:
  • Compliance with local tax/benefit laws
  • Avoid DoJ scrutiny Foreign Corrupt Practices Act

• China – most problematic
New Resource (in development):

INTERNATIONAL RESEARCH GUIDE FOR FACULTY

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