

SWUFE-UD JEI Program Airfare & Housing Policy

Fall 2024

Airfare

- UD will cover the cost of a round-trip economy plus ticket between the USA and Chengdu priced at a maximum of **3,4000 USD** for each UD faculty. It subjects to change depending on the change rate.
- Airfare coverage: For round-trip tickets between USA and Chengdu, you can choose to arrive at Shuangliu International Airport or Chengdu Tianfu International Airport. If you choose a multi-city flight in order to spend time in another location on your way to Chengdu, please consult with Dora Tseng (dorat@udel.edu) in advance.

Airfare Reimbursement

- How to reimburse:
 - Book your tickets with your UD or personal credit card.
 - Reimburse on Concur **after your trip**
 - Speedtype: **BUEC212112**
 - Trip Purpose: **Local UD Business**
 - You only need to submit your flight itinerary and receipt to Concur, boarding passes and passport information is not needed.

Airfare Reimbursement

Airport Shuttle (USA)

- UD will reimburse your shuttle between the US airport and your home. You can take a taxi, Uber, train, or the transportation that works best for you. Each way can be reimbursed up to \$600.
- Airport Shuttle Options
 - Uber/Taxi
 - Train

Airport Shuttle (China)

- SWUFE provides a **FREE** airport pick-up services, please email your arrival information to Leo (lizeyu@swufe.edu.cn) once your flight tickets are booked.

Per Diem Housing Allowance

- As a Lerner College faculty member, you are entitled to a housing allowance for the time period you are teaching; the amount will be calculated as follows:
 - Individual Faculty (1,000 RMB Per week) or
 - Family with Faculty (1,250 RMB Per Week)

MEMORANDUM

TO: [Faculty Member Name, Title]

FROM: Dora Tseng, Director of International Partnerships

DATE: [Current Date]

SUBJECT: Reimbursement via Per Diem for Housing

As a Lerner College faculty member, you are entitled to housing during the teaching term [DATE] through [DATE].

It has been determined that you are traveling as:

_____ Individual Faculty --OR-- _____ Faculty with Family

As such, you are entitled to the amount of Housing Per Diem reimbursement as follow:

	<i>Individual</i>	<i>Family</i>
Amount per week (RMB):	1,000 RMB (~\$)	1,250 RMB
Number of weeks teaching:		
TOTAL:		

Please sign below to indicate your acceptance of this housing reimbursement upon your return from teaching in China.

Please direct any questions regarding this process to Dora Tseng (dorat@udel.edu) or Maria Poole (mpoole@udel.edu).

[Faculty Member Name, Title]

[Date]

- You will receive the MOU form from Dora, please fill it out and submit it to Concur. Procurement will accept this as an attachment to the expense report upon you return from China.
- No receipt is required.

Reimbursement Information for Concur

Create a report

- Expense Type: UD travel expenses
- Primary Purpose: Local UD Business
- Report name: SWUFE Lodging
- Report start date: The date you check in
- Report end date: The date you check out
- Trip details: Teaching “course code” at SWUFE
- Speedtype: BUEC212112

Create New Report

Expense Report Type *

*UD-Travel Expenses

Report/Trip Name *

SUWFE Lodging

Report/Trip Start Date *

Check-in

MM/DD/YYYY

Report/Trip End Date *

Check-out

MM/DD/YYYY

Primary Report/Trip Purpose *

Local UD Business

Traveler Type *

01. Faculty

Employee Department

LERNER COLG OF BUS & ECON (02701)

Trip Type *

International - Travel

Does this trip include personal travel? *

No

Personal Travel Dates

Trip Details *

28/500

Teaching "course #" at SUWFE

Report Total

Speedtype *

(BUEC212112) R/E SUWFE JEI PROGRAMS

Project ID

UD User Field

Work Order #

Comments To/From Approvers

Travel Allowance

Will this trip include per diem? If you are creating a Goods and Services Report, select 'No'.

Yes, I require Travel Allowance

No, I do not require Travel Allowance

Reimbursement Information for Concur

Create an expense

- Expense Type: Lodging
- Date Range: The period of time you stay at SWUFE for your teaching
- Transaction Date: The date you check in
- Vendor: China
- City: Chengdu, China
- Payment type: Out of pocket
- Currency: CNY
- Upload the MOU

* Required field

Expense Type *

Lodging



Date Range *

05/07/2024 - 05/28/2024



Nights: 21

Transaction Date *

05/28/2024



Report/Trip Purpose *

Local UD Business



Additional Information

Vendor *

China



Lodging Location *

Chengdu, CHINA



Payment Type *

Out of Pocket



Amount *

7,000.00

Currency *

China, Yuan Renminbi (CNY)



Exchange Rate *

1 CNY = 0.1380475136

Reverse Rate

USD

Amount in USD *

966.33

 Travel Allowance

Comment

0/500

Receipt

Upload the MOU



Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Other

- UD Credit Card: If you do not have a UD credit card, please request it with your department administrator .
- You will receive the airfare reimbursement and housing allowance in USD.

International Insurance & 2FA

International Insurance

This insurance coverage is designed to provide peace of mind and security for faculty members traveling abroad for UD academic purposes. This insurance plan ensures that you have access to comprehensive medical coverage, emergency assistance services, and other travel-related benefits. Please register GeoBlue and Crisis 24 before you travel to China.

GeoBlue

- Register your account with GeoBlue
 - [Member Registration | GeoBlue Students](#)
- Use the Group Code: **GTB9999UDBKT**
- Once registered, travelers can access resources by clicking onto GeoBlue Resources
 - [GeoBlue | International Student Health Insurance \(geobluestudents.com\)](#)

My Plan

Jennifer Gregan GTB9999UDBKT

greganj@udel.edu

[Coverage & Benefits](#)

[Member Guide \(PDF\)](#)

My ID Card

[Print ID \(PDF\)](#)

My Destination



Get all the news, travel tools, and provider information for your new city in one spot.

[Explore Your Destination](#)

My Claims

[Download Medical Claim Form \(PDF\)](#)

[How to File a Claim](#)

My Health Tools

[Medicine Equivalents](#)

[Translate Medical Terms](#)

[Translate Medical Phrases](#)

Contact Customer Service

+1.844.268.2686 (toll-free from the U.S.)
+1.610.263.2847 (collect, if outside the U.S.)

[Contact Customer Service](#)

Get Care

Telehealth

Our global telemedicine option allows you to consult a doctor remotely for free, non-emergency care, 24/7/365.
[Learn more](#)

[Download GeoBlue Mobile App](#)

Provider Finder

Locate a trusted doctor or hospital in over 190 countries.

[International Provider Finder](#)

[Start a New Direct Pay Request](#)

Service Requests

We provide concierge-level service to help you manage your expected and unexpected medical situations.

[Submit a Service Request](#)

When you need them, Where you need them,
Anywhere in the world.

Crisis24

- Register your account with Crisis24
 - crisis24horizon.com/unidelaware



Intelligence ▾

World Map

Olympics 2024

Useful Links

MY PROFILE

Person Profile Active

Profile Details

Account Details

Preferences

Communications

Trips

Expatriations



Steps:

1. Go to your profile
2. Add your trip
3. Create your trip details

Person Profile

Last Updated Aug 28, 2024 16:58 UTC

Names

Primary

Organizations

University of Delaware (Parent)

Primary

Profile Status ?

Complete

Add Trip

Trip Details

Trip Name ?

* Record Locator ?

* People

1 Person

* Trip Legs

No trip legs have been added.

+ Add Trip Leg

Notes

Cancel

Add Trip

Receipt for confirmation **O1FH53**



A STAR ALLIANCE MEMBER

[United logo link to home page](#)

Issue Date: December 05, 2017

Confirmation: O1FH53

[Check-In >](#)

TRAVELER INFORMATION

Traveler	eTicket Number	Frequent FlyerNumber	Seats
		UA-	20F/24C

FLIGHT INFORMATION

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	Meal
Sat, 09DEC17	UA840	L	SYDNEY, AUSTRALIA (SYD) 11:20 AM	LOS ANGELES, CA (LAX) 6:10 AM		Lunch
Sat, 09DEC17	UA1469L		LOS ANGELES, CA (LAX) 7:50 AM	NEWARK, NJ (EWR - LIBERTY) 4:08 PM	757-200	Purchase

Record locator: Receipt for confirmation

Trip legs: Each trip Leg - see example on the left and it would be entered Sydney to LA 9 Dec 17 next leg LA to Newark 9 Dec 17

Using 2FA & VPN while traveling

Please ensure your VPN and 2FA code are set up before you travel to China, UD IT is very helpful, if you have any questions please contact askit@udel.edu .