SWUFE-UD JEI Program
Airfare & Housing Policy

Fall 2024

UNIVERSITY OF DELAWARE

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. <u>It subjects to change depending on the change rate.</u>

- 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 <mark>after your trip</mark>
    - 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:

	Individual	*Family*
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.

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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 * ⚠ Report/Trip Start Date * **Check-in**   Report/Trip End Date * **Check-out**   Primary Report/Trip Purpose *

SUWFE Lodging		MM/DD/YYYY 📅		MM/DD/YYYY 📅		Local UD Business

Traveler Type * Employee Department Trip Type * Does this trip include personal travel? *

01. Faculty ▾		LERNER COLG OF BUS & ECON (02701)		International - Travel ▾		No

Personal Travel Dates Trip Details * 28/500 Report Total Speedtype *

		Teaching "course #" at SWUFE				(BUEC212112) R/E SWUFE 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 *   Reverse Rate

1 CNY = 0.1380475136   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 administer .
- 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)](#)
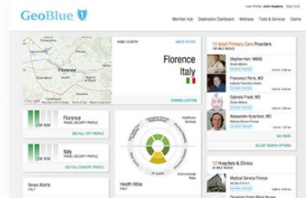
My Plan

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
    - https://www.drum-cussac.net/login

Steps:
1. Enter your UD email
2. Create your trip details

https://www.drum-cussac.net/trips

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Map

Alerts

Trips

Travel Advice

Trips

Create

Search PNRs, people, airports, countries...

From 2 weeks ago

To 3 months in future

Country Risk

Reference

VIP

Clear Filters

Travellers	Countries	Start Time (UTC)	End Time (UTC)	PNR
	🇨🇳 China 🇺🇸 United States	15 Jun 2024, 06:30	22 Jun 2024, 03:55	Jennifer Ann Gregan

1 trip

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 .