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)
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**: MM/DD/YYYY

**Report/Trip End Date**: 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

**Speedtype**: (BUC212112) R/E SWUFE JEI PROGRAMS

**Project ID**

**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
<table>
<thead>
<tr>
<th>Expense Type *</th>
<th>Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Range *</td>
<td>05/07/2024 - 05/28/2024</td>
</tr>
<tr>
<td>Transaction Date *</td>
<td>05/28/2024</td>
</tr>
<tr>
<td>Report/Trip Purpose *</td>
<td>Local UD Business</td>
</tr>
<tr>
<td>Vendor *</td>
<td>China</td>
</tr>
<tr>
<td>Lodging Location *</td>
<td>Chengdu, CHINA</td>
</tr>
<tr>
<td>Payment Type *</td>
<td>Out of Pocket</td>
</tr>
<tr>
<td>Amount *</td>
<td>7,000.00</td>
</tr>
<tr>
<td>Currency *</td>
<td>China, Yuan Renminbi (CNY)</td>
</tr>
<tr>
<td>Exchange Rate *</td>
<td>1 CNY = 0.1380475136 USD</td>
</tr>
<tr>
<td>Amount in USD *</td>
<td>966.33</td>
</tr>
</tbody>
</table>

**Upload the MOU**

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .gif 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)
Crisis24

- Register your account with Crisis24
  - https://www.drum-cussac.net/login
Steps:
1. Enter your UD email
2. Create your trip details
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.