Where faculty load and salary are concerned, the number of students needed for an international travel trip depends on the semester in which it is scheduled. A spring course/trip that travels in the summer is still considered a spring course. A summer trip is defined as a trip that begins and travels within the summer semester. Maymester is considered a summer semester.

**Fall and Spring International Trips**

These are usually done *within* faculty load. Thus, the faculty member, chair/dean and VCAA must agree on the appropriate semester to offer the trip and the minimum headcount needed. In general, that minimum will be consistent with campus minimums for all other courses in the semester in question.

**Summer International Trips**

The summer budget is a stand-alone budget and must break even over the course of the summer. In addition, there is the 25% tuition discount program to consider. These two factors put additional pressure on the numbers of students needed for a travel course to make in terms of faculty being paid a full summer salary.

To calculate the minimum number of students, the following assumptions are used: All courses are three credits; faculty salaries in summer vary considerably using the 10%-of-base-per-course formula, with a current cap of $6,324 for summer 2014; FICA must also be paid on the salary. Thus, for example: $6,769.84 is the salary dollars (with FICA) that must be paid to a faculty member at the cap salary above. Current resident undergraduate tuition is $202.85 per credit hour or $608.55 per 3-hour course. With the 25% discount, the tuition paid drops to $456.41. Therefore a faculty member earning the highest possible salary for a summer course will need at least 15 students to cover that salary cost.

Two additional noteworthy factors: 1) If the traveling population consists of graduate or out-of-state students, their higher tuition rate also will be used in headcount-salary calculations and 2) the calculation illustrated above is for the faculty member being paid a summer salary – if the faculty member is traveling on campus travel funds and not being paid, the number of students is irrelevant for that faculty member.
Students are expected to bear the cost of all travel expenses. Faculty thus should calculate budgets carefully to ensure that all costs are covered, using maximum expense estimates to avoid shortfalls.

All trips, with the exception of specifically exempted trips due to relationships in the foreign country, are expected to have a minimum of two faculty members traveling. Budget proposals should include an explanation of how travel for both faculty members will be funded.

Campus general funds will not cover the cost of the first faculty member’s travel. Instead, funds for the first faculty member (usually the instructor of record) typically are obtained from student international travel fees (currently $110 per student), from an additional cost added to each student’s trip cost and/or gratis from a tour company if/when enough students enroll. The campus has a fund that may be used to cover or supplement the travel funds (i.e., air and lodging) for a second faculty member, as needed.

Note that all international travel proposals, trips and budgets must be approved by the IU Kokomo Office of the VCAA before they are forwarded to the Office of Overseas Study (OSS) in Bloomington for approval.

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