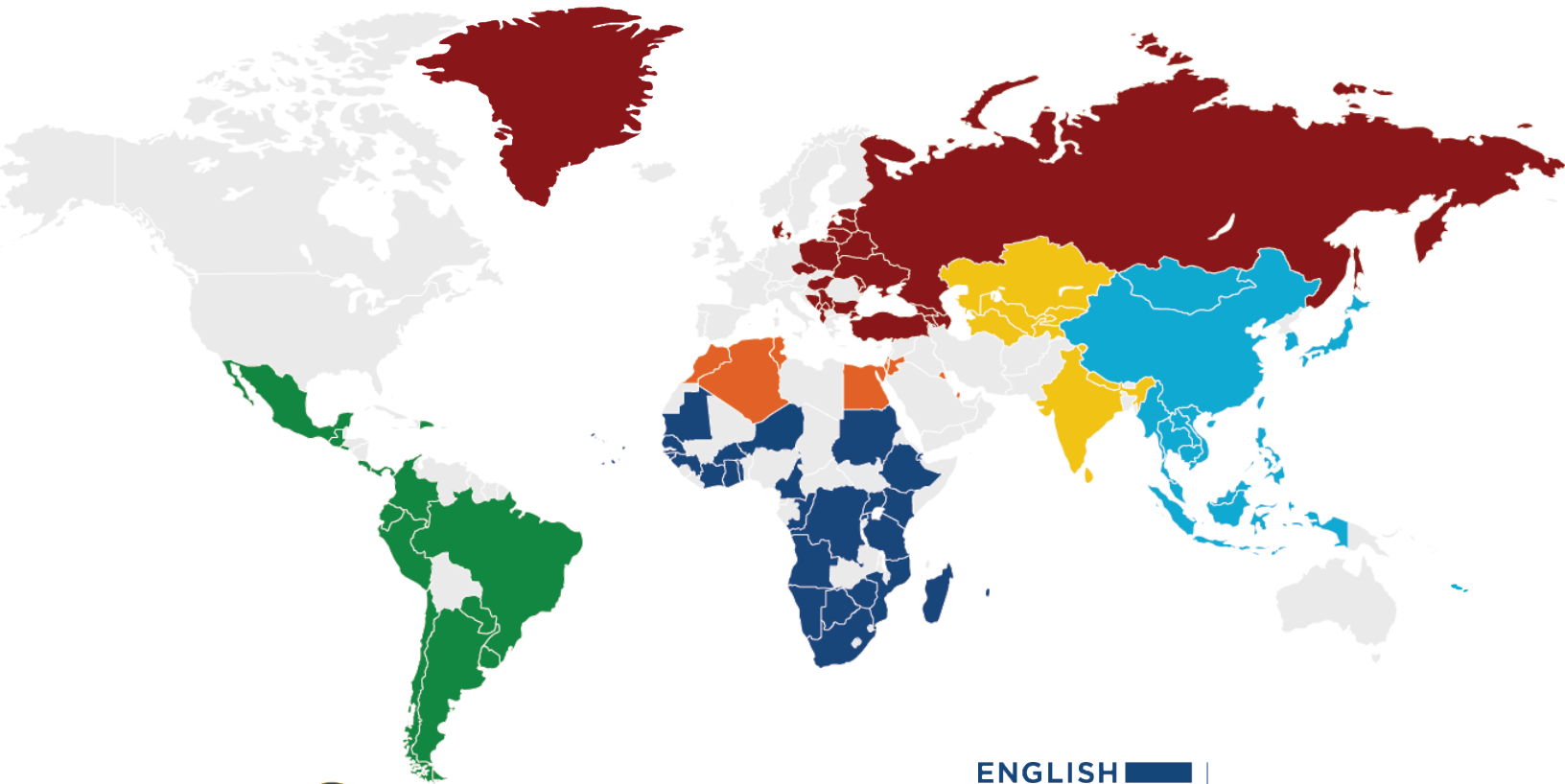


English Language Fellow Program Policy Handbook

This Policy Handbook applies to AY 2021-22 in-country English Language Fellows only.



U.S. DEPARTMENT OF STATE

**ENGLISH
LANGUAGE
PROGRAMS**

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Glossary of Acronyms

ACS	American Citizen Services
ASPE	Accident and Sickness Program for Exchanges (administered by Seven Corners)
CAO	Cultural Affairs Officer
COP	Community of Practice
DOS/ECA	U.S. Department of State, Bureau of Educational and Cultural Affairs
GU/CIED	Georgetown University, Center for Intercultural Education and Development
HVF	Health Verification Form
LPR	Lawful Permanent Resident
PAA	Program Activities Allowance
PAO	Public Affairs Officer
PAS	Public Affairs Section of the U.S. Embassy
PPE	Personal Protective Equipment
RELO	Regional English Language Officer
RSO	Regional Security Officer
STEP	Smart Traveler Enrollment Program
VPDO	Virtual Pre-Departure Orientation

Contacting GU/CIED

If you have questions related to the information presented in this Handbook, contact GU/CIED at the relevant regional email address below:

Region	Email Address
Sub-Saharan Africa (AF)	AFFellows@georgetown.edu
East Asia and the Pacific (EAP)	EAPFellows@georgetown.edu
Europe and Eurasia (EUR)	EURFellows@georgetown.edu
Near East and North Africa (NEA)	NEAFellows@georgetown.edu
South and Central Asia (SCA)	SCAFellows@georgetown.edu
Western Hemisphere (WHA)	WHAFellows@georgetown.edu



Overview of the English Language Fellow Program

The English Language Fellow Program is funded worldwide by the U.S. Department of State (DOS) through the Bureau of Educational and Cultural Affairs (ECA), Office of English Language Programs. It is currently administered by the Center for Intercultural Education and Development at Georgetown University (GU/CIED).

The program seeks to improve English teaching capacity around the world and increase mutual understanding through the exchange of American English language teaching professionals. The program sends talented American Teachers of English to Speakers of Other Languages (TESOL) professionals on 10-month fellowships to overseas universities, teacher-training institutions, ministries of education, bi-national centers, and other English language education institutions. Fellows serve as teachers of English as a Foreign Language and are involved in teacher training and professional and staff development activities in areas such as methodology, curriculum and textbook design, and English for Specific Purposes. The program provides Fellows with an opportunity to hone their professional skills, learn about other cultures, and share their experiences and insights with professional colleagues and friends once they have returned to the United States.

The program allows students and teachers at host institutions to benefit from the Fellows' English teaching expertise and to gain a better understanding of American values, democratic representative government, free enterprise, and the rule of law. Through the program, foreign teachers and students develop the English skills they need to expand their access to the world community and to participate in the global economy. Fellows also support other DOS/ECA initiatives in English language education, such as the English Access Microscholarship Program for underprivileged students and the Fulbright English Teaching Assistant Program. The Fellow program is a key foreign policy tool and a high-priority initiative in promoting DOS/ECA's transformational public diplomacy mission.

Depending on the nature of their host institution, Fellows may address topics such as civic and environmental education, health, and current events. They may also model and demonstrate classroom practices that promote critical thinking, problem solving, and decision-making skills.

The program has an impact not only on the institutions that host Fellows, but also within the wider academic community. Teachers at the host institutions receive professional tools from the Fellows that promote educational effectiveness and expand their ability to provide English instruction for a wider variety of student populations in a larger number of educational contexts. In addition, English teachers in the country of assignment greatly increase their knowledge of English-speaking countries and the democratic philosophies and methodologies that underpin their approach to education.



Overview of Responsibilities

The following chart outlines which organization is responsible for specific components of the English Language Fellow Program.

Office of English Language Programs @ DOS/ECA	PAS/RELO	Host Institution(s)
<ul style="list-style-type: none"> • Sets and monitors program policies • Reviews Fellow proposals and selects them for implementation • Notifies PAS/RELO which projects have been selected • Sets PAA meal per-diem daily maximum amounts • Monitors projects, Fellows, and program activities • Communicates and works with PAS/RELO and GU/CIED to resolve Fellow issues • Approves Fellow renewal requests from PAS/RELO • Approves mid-year professional development event requests from PAS/RELO 	<ul style="list-style-type: none"> • Develops Fellow project proposals and sends them to DOS for approval • With host institution(s), determines fellowship duties • Works with host institution(s) to identify adequate housing • Sets the dates of fellowships (within 10 months) • Approves international travel to country of assignment • Acts as point of contact for visa and host country information • Acts as first line of communication for Fellow on all programmatic issues, concerns, and in-country logistics • Provides post-arrival orientation • Approves PAA requests • Approves (5 day rule) early departure from fellowship • Approves time away during fellowship • Acts as first point of contact in case of emergency or evacuation • Submits requests for project renewals to DOS • Submits requests for mid-year professional development events to DOS and - once approved - organizes them • Makes fellowship agreement termination decisions 	<ul style="list-style-type: none"> • Determines host institution(s) duties • Provides counterpart for fellowship • If applicable, provides cost sharing as a supplement to the Fellow agreement (e.g. host institution may pay for a portion of housing allowance and/or provide housing) • Works with PAS/RELO to identify adequate housing • Approves time away during fellowship

Georgetown University - Center for Intercultural Education and Development (GU/CIED)
<ul style="list-style-type: none"> • Issues fellowship acceptance letter, coordinates the onboarding process, and processes agreement • Coordinates the virtual pre-departure orientation in consultation with DOS/ECA • Receives health verification form (HVF) and notifies Fellow of clearance status • Enrolls Fellow in ASPE once HVF is cleared and the agreement is signed • Issues fellowship payments and processes expense reports • Facilitates Fellow participation in the Community of Practice • Answers questions regarding fellowship agreement • Acts as first line of communication with Fellow on all administrative issues and concerns • Acts as point of contact for general inquiries • Acts as second point of contact in case of emergency or evacuation • Amends agreement, as needed • Works with Fellow on alumni relations and activities



Introduction

This Handbook has been prepared to guide you through the many policies that apply before, during and after your fellowship. It complements the agreement, and together they represent the full terms and conditions of the agreement. You should always refer to both documents when referencing program policy.

This Handbook applies to AY 2021-22 in-country English Language Fellows only.

1. Employment Policy and Remuneration from Other Sources

What is my employment status as an English Language Fellow?

You are not employed by the U.S. government, GU/CIED, or any agency or government of the country of assignment. You are instead considered a grantee and, for tax purposes, a supplier or independent contractor. You are bound by the terms and conditions of your agreement and cannot expect any additional compensation or benefits, except what is detailed and explained within your agreement.

Am I eligible to receive stipend payments if I am also filing for unemployment benefits?

It is incumbent upon you to check with your state's employment commission to determine whether you are eligible to receive other compensation while receiving unemployment benefits (including Pandemic Unemployment Assistance). This is not a decision made by DOS/ECA or GU/CIED. If you choose to forgo the program stipend, you must notify GU/CIED before you sign your agreement.

What happens if I need employment verification?

Since you are a grantee/independent contractor and not employed by the U.S. Government or GU/CIED, the only verification the program can provide is a letter confirming what is stated in your agreement such as your fellowship dates, the country of assignment, the host institution(s), and your benefits package. The program is unable to complete and/or sign any documents that require employment confirmation for items such as (but not limited to) job applications, background checks, employment continuity, unemployment benefits, loan forgiveness, loan deferment, Medicare applications, Social Security, etc.

Who can I ask for a letter of recommendation?

Letters of recommendation need to be requested either from the PAS/RELO overseeing your fellowship, or from the host institution(s). GU/CIED is not in a position to provide any evaluative comments related to your fellowship.

Does the English Language Fellow Program participate in the federal Public Service Loan Forgiveness Program?

No. The Public Service Loan Forgiveness Program originates at the Department of Education. It stipulates that it covers employment only; because you are not an employee, you cannot be considered for the program. Peace Corps and AmeriCorps were written into the regulation as specific exceptions; the Department of Education noted it would not reopen the regulation or consider new groups as exceptions to the employment requirement. If the regulation changes, the program will notify all participants.



Can I undertake other work, either paid or unpaid, while on my fellowship?

During your fellowship, you are not permitted to undertake any additional work not included in your duties. Exceptions can be made for work requested by another U.S. government agency, U.S. Embassy or Consulate, or your PAS/RELO. You can receive payment or reimbursement for meals, lodging, and travel costs related to this work but are not permitted to accept any honorarium, stipend, or salary payments.

In some cases, you may be permitted to undertake virtual work outside the country of assignment only with PAS/RELO advance approval. Such work cannot interfere with your fellowship duties. If it does, it may be grounds for termination.

Why does the program have this policy in place?

Fellowships are full-time work which require extremely flexible schedules, so coordinating your fellowship duties (both primary and secondary) with other professional obligations can be quite difficult. Any scheduling of such obligations cannot conflict with your daily fellowship responsibilities which may also include weekend or evening events, regional travel for up to a week, and ad hoc short-term assignments.

Further information: Terms and Conditions of the Fellowship Agreement.

2. Professional Development and Additional Activities

Can I accept invitations to visit programs in other countries or attend professional development activities while on my fellowship?

Yes, but only with advance, written approval of your PAS/RELO. This can include professional development opportunities. However, these visits cannot conflict with your duties as a Fellow. You should limit the number and duration of these trips. For professional development conferences, request permission to attend the conference before submitting a proposal to present. Travel to the TESOL International Convention is usually not permitted.

Can I accept any payments for these activities?

You can receive payment or reimbursement for meals, lodging, and travel costs related to these trips, but are not permitted to accept any honorarium, stipend, or salary payments. If professional development activities are organized by your PAS/RELO, funds will often be provided or you can request to use Program Activities Allowance (PAA) funds. You must also ensure you have all the necessary documentation in place (visas, etc.) to enter the country you are visiting and to re-enter the country of assignment.

Further information: Terms and Conditions of the Fellowship Agreement.



3. Payments, Benefits, and Allowances

How will I be paid for my participation in the English Language Fellow Program?

Fellows receive a stipend, living allowance, a dependent's allowance, if applicable, and a pre-departure and international travel expenses allowance. International travel to and from the country of assignment is arranged and purchased directly by GU/CIED.

Refer to your agreement for details on your benefits, and a detailed payment schedule.

All payments from GU/CIED will be deposited electronically into a single, United States bank account. You are responsible for making arrangements for accessing your funds while in the country of assignment. The program cannot pay you via wire transfer or check, divide your payments into more than one account, or make payments to foreign bank accounts.

If you need to change the bank account used by GU/CIED to deposit your payments, contact GU/CIED. Any change in account information during your agreement period may result in a delay of payment.

Important note: In addition to the living allowance provided by DOS/ECA through GU/CIED – as listed on page one of your agreement – you may receive contributions toward the living allowance directly from the U.S. Embassy or Consulate and/or host institution(s). A breakdown of the living allowance from all sources is included in Addendums B and C in your agreement. If this applies to you, you must speak with the U.S. Embassy or Consulate regarding the exact arrangements for those payments or contributions. Those funds will not be disbursed to you through GU/CIED.

What is the living allowance and what does it cover?

Refer to this Handbook and your agreement for full explanations of the living allowance.

Do I need to keep receipts for any costs I incur during my project?

NO RECEIPTS REQUIRED:

You are NOT required to submit receipts for the following allowances:

- Stipend;
- Living allowance amounts for utilities, food, and local transportation;
- Dependent's allowance (if applicable);
- Pre-departure and international travel expenses allowance.

RECEIPTS REQUIRED:

Program Activities Allowance (PAA):

You must keep and submit receipts for approved expenditures under PAA. PAA is a reimbursable allowance, which means you will pay out of pocket and then submit receipts, along with a complete expense report to GU/CIED for reimbursement. On occasion, you may need to save receipts and submit expense reports for other reimbursable expenses, as approved by PAS/RELO and as outlined in your agreement.



Details on PAA and the submission of expense reports can be found in this Handbook and in your agreement. It is important to understand what costs are allowable for reimbursement. Do not incur costs before reviewing the relevant sections of this Handbook and your agreement regarding PAA, as well as the details and policies regarding the submission of expense reports. Contact GU/CIED with any questions.

Housing:

You will also be required to provide a copy of your housing contract to GU/CIED within 60 days of your arrival in the country of assignment, if your housing funds are provided to you by GU/CIED. If no housing contract is available, you can provide a statement certified by PAS/RELO, confirming the cost of your housing. The housing portion of your living allowance, and your next fellowship payment, will be adjusted accordingly to reflect the actual costs of your housing. Review your agreement and this Handbook for details.

Further information: Terms and Conditions of the Fellowship Agreement.

4. Medical Clearance and Health Benefits

Am I required to receive medical clearance prior to my fellowship?

Yes, you must receive medical clearance of your Health Verification Form (HVF) to participate in the program. An overview of the HVF is provided on the English Language Programs [website](#). If at any time any of the HVF information is found to be substantially inaccurate or incomplete, it may be grounds for termination, as outlined in this Handbook and in your agreement.

If my medical condition or overall health and wellness changes, am I required to submit a new HVF?

Prior to departure and during your fellowship, you must immediately notify GU/CIED of any change in your medical condition or overall health and wellness. If there is any change in your medical condition after your original HVF has been cleared, and/or following a medical evacuation, you must submit a new HVF to be reviewed by the program’s medical examiner. This HVF must then be medically cleared in order for you to continue to participate in the program.

Will I receive health insurance coverage during my fellowship?

The program does not provide comprehensive health insurance coverage during your fellowship; however, the program provides a self-funded, limited health care benefit plan called the Accident and Sickness Program for Exchanges (ASPE) for the duration of your agreement period, while you are in the country of assignment.

ASPE does not provide comprehensive health insurance coverage and it does not cover personal travel outside of the country of assignment. You can review information about ASPE coverage in the ASPE Guide at <https://www.sevencorners.com/gov/usdos> and in your agreement.

ASPE is intended only to serve as supplemental coverage. It is strongly recommended, but not required, that you purchase comprehensive health insurance with international coverage during your agreement period.



If I have to travel outside the country of assignment for any program-related activities, am I covered by ASPE?

You must notify GU/CIED of any travel to other countries to conduct English language activities when such activities are approved **ahead** of time by your PAS/RELO. When notified, GU/CIED will update your ASPE record with your travel dates and other country information.

What happens if I already have my own health care coverage, or I decide to purchase my own coverage?

When you have health care coverage other than ASPE (except Medicare or Medicaid), your other coverage is the primary provider. It is your responsibility to inform your primary provider about your ASPE plan, and likewise to inform ASPE about your primary provider. It is not the responsibility of either provider to advise each other regarding your coverage. It is your responsibility to know if you are covered in the country of assignment by any health care plans that you have.

Does ASPE provide mental health support?

ASPE Assist is the mental health consultant and referral services hotline provided by ASPE. You can contact ASPE Assist toll free at 1-833-963-1269, outside the U.S. at +44-20-3859-4463, or via email at ASPEsupport@anvilgroup.com. When contacting ASPE Assist for the first time, be prepared to provide your full name, date of birth, ASPE ID card number, program name, and country of assignment. This will allow the staff to verify your status as a participant with the ASPE Health Benefits Plan.

Will I receive an ASPE ID card? How can I access my ASPE benefits?

Once you have signed your agreement, you will be enrolled in ASPE. You will be notified of this enrollment via email, at which time you will be able to access your ASPE benefits through an online portal called My Plan, [here](#). MyPlan allows secure access to your benefits and claim information. You will need to first register using your ASPE ID number and your Date of Birth. Once you have logged in, you can view your plan information, email the ASPE administrator, Seven Corners, view eligibility dates, etc.

You are responsible for downloading and printing your ASPE ID card through the MyPlan portal before you depart for your fellowship. If you lose your ASPE ID card, you can return to the MyPlan portal at any time to download and re-print the card.

How do I contact ASPE?

You can always contact ASPE through the MyPlan portal. You can also reach ASPE customer service by phone, email, or mail as follows:

Toll free: 1-800-461-0430
Collect Outside US: 1-317-818-2867
Customer Service Fax: 1-317-815-5984
Claims Fax: 1-317-575-6467
Email: usdosinfo@sevencorners.com

Mailing Address:
ASPE Health Benefits
P.O. Box 3724
Carmel, IN 46082-3724

Further information: Terms and Conditions of the Fellowship Agreement and the [ASPE Guide](#).



5. Virtual Pre-Departure Orientation (VPDO) and Administrative Resources

Fellows attend two orientations. Before you depart for the country of assignment, you will participate in a virtual pre-departure orientation (VPDO), held online over the course of four weeks. Once you reach the country of assignment, you will attend a post-arrival orientation at the U.S. Embassy. Further information on the post-arrival orientation can be found in this Handbook and in your agreement.

Is the VPDO mandatory? What does it include?

Your participation in the VPDO is mandatory. The VPDO includes synchronous and asynchronous sessions. Topics are reviewed each week through a combination of pre- and post-module quizzes, pre-recorded sessions, Fellow participation in discussion boards and online breakout sessions, and live presentations. You must complete each session and the associated assignments.

Will I receive allowances or benefits during the VPDO?

No, you will not receive any allowances or stipends during the VPDO.

Where can I find administrative resources, such as pre-departure checklists, branded materials, or expense report templates?

You can access these resources at any time through the [English Language Programs Portal](#) (the Portal). Click on My Projects after logging in; click on Resources in the menu on the left side of your screen. You will also receive access to various resources through the VPDO on the Community of Practice (COP).

Further information: Terms and Conditions of the Fellowship Agreement.

6. Community of Practice (COP)

What is the COP and what role does it play in my fellowship?

The [COP](#) is a virtual meeting space for all participants and alumni of the English Language Programs to:

- submit Highlights to share details about unique events or projects you are working on;
- share resources, ideas, best practices, photos, events, and experiences from fellowships around the world;
- find teaching and teacher training tools;
- connect with other program participants;
- participate in professional development opportunities provided by the program;
- stay up-to-date on the latest events and resources available on the English Language Programs and American English websites;
- post job announcements and search for post-fellowship job opportunities; and,
- stay connected and contribute to the program as alumni.

If your fellowship is terminated, you may be unsubscribed from the COP. Any questions regarding the COP can be directed to cop@elprograms.org.

What are the guidelines for engaging on the COP?

The COP is an invitation-only community for current and former Fellows and Specialists; staff of the Office of English Language Programs, DOS/ECA, and GU/CIED. The program does not control and cannot guarantee the relevance, timeliness, or accuracy of the information or materials shared on the



COP. The program asks that all participants commit to the following principles when posting:

- Be respectful in all communication.
- Maintain professional standards in all postings, including profile information, photos, personal blogs, comments, and shared materials.
- When sharing resources:
 - Include accurate information regarding authorship and ownership;
 - Provide an abstract indicating topic/theme, target audience (proficiency, age, class size, learning/teaching context), example of past use;
 - Produce materials that are easy to use/read and free of errors; and
 - Respect international copyright laws and fair use practices.
- When downloading and using resources:
 - Observe professional standards in using shared materials, giving credit to the original author where appropriate and using materials only in the context in which they were originally intended.
 - Respect international copyright laws and fair use practices.

These guidelines may be modified at any time. You can also find these guidelines on the COP [here](#).

What are Highlights? Am I required to submit them?

Highlights, which are submitted on the COP, are one of the best ways to get stories about your fellowship experience to the many stakeholders involved in English Language Programs. You are required to submit at least one Highlight as a part of your final report; however, we encourage you to submit as many Highlights as you would like during your fellowship.

English Language Programs is always looking for Highlights to share across our social media channels and website. Several stories are selected each week. Additionally, exceptional Highlights are selected for inclusion in activity reports that are circulated throughout U.S. Embassies and State Department offices.

What are OERs and how can I use them?

Open educational resources (OER) are educational materials that are available at no cost, with legal permission for the public to freely use, share, and build upon the content. OERs give educators the ability to adapt instructional resources to the individual needs of their learner populations, to ensure that resources are up-to-date, and to ensure that cost is not a barrier to accessing high-quality resources. You will find a list of potential OERs on the [COP](#) under Resources. This list includes teaching and learning materials, video clips, photo resources, and sound clips.

7. Post-Arrival Orientation

Is there an orientation to my country of assignment after I arrive?

The hosting U.S. Embassy or Consulate will provide an orientation to the country of assignment as soon as possible after you arrive. This is called your post-arrival orientation.

Will I receive training in the language of my country of assignment?

No, the program does not provide language training, or the funds to cover such training, prior to or during your fellowship.



Are my expenses paid to attend the post-arrival orientation?

You may claim reimbursement, by following the expense report procedures outlined in this Handbook and in your agreement, for certain allowable expenses associated with attending the post-arrival orientation, using PAA.

Expenses incurred during your post-arrival orientation must be approved by your PAS/RELO and budgeted within your PAA ceiling, as indicated on page one of your agreement. It is always your responsibility to ensure you do not exceed your PAA ceiling.

The program will reimburse you for the cost of meals, lodging, travel, including costs associated with local or regional travel if you first go directly to your host city and later return to the PAS city for the post-arrival orientation. Other allowed expenses required to attend the post-arrival orientation may also be reimbursed, as approved by your PAS/RELO.

Reimbursements for the cost of lodging will be consistent with the limits established by U.S. government travel regulations. Reimbursements for the cost of meals will be consistent with the limits established by DOS/ECA, and posted on [the Portal](#).

Further information: Terms and Conditions of the Fellowship Agreement.

8. Safety, Security, and Emergency Contacts

How do I receive safety and security information before and during my fellowship?

Before you leave for the country of assignment, register with STEP ([Smart Traveler Enrollment Program](#)), a service of the Bureau of Consular Affairs. By enrolling in the program, you will receive important safety information about the country of assignment and allow the hosting U.S. Embassy to contact you in emergency situations.

When you arrive at your destination, you will have a security briefing with the Regional Security Officer (RSO) at the U.S. Embassy as a part of your post-arrival orientation. You should also develop an emergency and communication plan with your PAS/RELO, and discuss how you will receive additional safety and security information throughout your fellowship.

An emergency contact card template is posted on [the Portal](#). Program those numbers into the phone you will use during your fellowship, and print a copy to keep this important contact information on you at all times. You can also share a copy with a trusted local colleague or friend. Having multiple copies and adding information in a local language is highly recommended.

Who do I contact in case of an emergency?

An overview of who to contact in different emergency scenarios is also posted on [the Portal](#) and provided below. Before you leave for your fellowship, remember to register with STEP, complete and print an [emergency contact card](#) and download and print your [ASPE ID card](#).



Who do I contact in case of travel delays or issues en route to the country of assignment?

If you experience travel delays en route to the country of assignment, follow the instructions provided on your travel itinerary. If you are given a new itinerary, email elf@georgetown.edu and inform your PAS/RELO.

Who do I contact in case of a NON-MEDICAL emergency during my fellowship?

If you experience a non-medical emergency during your fellowship, first contact your host institution(s) and PAS/RELO. If you contact anyone by email, cc GU/CIED. If you are unable to reach anyone at your host institution(s) or your PAS/RELO, contact GU/CIED via email at elf@georgetown.edu or call +1 800-806-1726. If you are directed to voicemail, leave detailed information about who you are, the nature of the emergency, and how you can be reached.

Who do I contact in case of a MEDICAL emergency during my fellowship?

If you experience a medical emergency during your fellowship, first seek appropriate care and then:

- Contact your primary insurance provider. Make sure you understand your primary insurance provider requirements for medical evacuation before you leave for the country of assignment.
- If you do not have a primary insurance provider, or if your primary insurance provider does not cover medical evacuation, contact ASPE/Seven Corners (call collect outside the US: 1-317-818-2867). You MUST contact ASPE/Seven Corners for pre-approval for any medical evacuation.

As soon as possible, also contact your PAS/RELO and host institution(s). If you contact anyone by email, cc GU/CIED. If you are unable to reach anyone at your host institution(s) or your PAS/RELO, contact GU/CIED via email at elf@georgetown.edu or call +1 800-806-1726. If you are directed to voicemail, leave detailed information about who you are, the nature of the emergency, and how you can be reached.

Throughout your fellowship, you can also contact ASPE Assist, the mental health consultant and referral services hotline provided by ASPE toll free at +44-20-3859-4463, or via email at ASPEsupport@anvilgroup.com.

How can I be ready for emergencies or for an emergency evacuation?

DOS places the highest priority on the safety and security of Americans living overseas. DOS routinely provides standard advice to ensure you will be prepared in emergency situations. This and other advice on crisis preparedness is available on the DOS travel [website](#). In addition, here is a list of things you can do to better prepare yourself and your dependents in the case of an emergency:

- Before you leave for the country of assignment, register with STEP ([Smart Traveler Enrollment Program](#)).
- Obtain and carry with you at all times phone/cell numbers of multiple contacts such as, but not limited to: PAS, the U.S. Embassy/Post One, RSO, RELO, ASPE/Seven Corners, host institution counterpart(s), and GU/CIED.
- Ensure that your passport and all necessary visas are valid. If you need to obtain a new passport, do so at the U.S. Embassy as soon as possible. Be sure you understand how getting a new passport will affect your visa.
- Create an emergency plan with PAS/RELO during your post-arrival orientation.
- On your arrival, visit American Citizen Services (ACS) at the U.S. Embassy to familiarize yourself with their services and request to be on the RSO contact list for emergencies.



- Collect all vital documents such as passports, birth and marriage records, vaccinations, insurance, and bank records in one readily accessible location. Be sure to make copies of your passport, visa, and departure documents. Keep one set of copies in a safe place that is accessible to you and another with a relative or close friend living in the U.S.
- Instruct your dependents to keep their passports, U.S. visas, or U.S. status current (if applicable). It can take a long time to get visa documents, so they should apply well in advance of planned travel dates. U.S. Embassies/Consulates are not authorized to issue visitor visas (B1/B2) to non-U.S. citizen spouses, domestic partners or relatives who accompany you, even in the event of an emergency or if you are evacuated.
- Keep a complete inventory of all personal and household effects, in duplicate.
- Maintain an adequate supply of food, water, and necessary medications in your home. Keep a flashlight, fluid lighter, fresh batteries, cans of non-perishable food items, a can opener, a blanket, and a small duffel bag of clothes on hand.
- If you have a car, make sure it is in good working order. Keep the gas tank full and check your oil, coolant, tires, and battery.
- Ask if you can make arrangements with the RSO to identify a hiding place in your housing where you will leave written information that U.S. Embassy security personnel can retrieve. This will detail an alternative safe place where you may have relocated if an emergency happens that makes you leave your housing for this alternate safe place before you can travel to the U.S. Embassy on your own.

Further information: The [ASPE Guide](#) and the *Terms and Conditions of the Fellowship Agreement*.

9. Living Allowance – Housing, Food, and Local Transportation

Who pays for my living expenses during my fellowship and who is responsible for debts incurred in the country of assignment?

You are responsible for paying all expenses and debts in full for yourself and any dependents who may come with you on your fellowship. You will receive a living allowance which is intended to cover the cost of reasonable, safe, and modest housing and utilities, and off-set the costs of food, and local transportation for **one** person. If you exceed the allowance, you are still responsible for the expenses and any debts you incur. You must ensure that all these expenses are paid in full and there are no outstanding debts by the time you leave the country of assignment.

What is my living allowance and what does it cover?

You will receive a living allowance which is intended to cover the cost of reasonable, safe, and modest housing and utilities, and off-set the costs of food, and local transportation for **one** person. The living allowance reflects the standard of living in the country of assignment and is not intended to cover the costs of laundry, entertainment, clothing, or other personal expenses.

DOS/ECA, through GU/CIED, the U.S. Embassy or Consulate, and/or your host institution(s) may all contribute to your living allowance. A complete breakdown of your living allowance is included in your agreement.



How do I find accommodation?

Your host institution(s) may be responsible for providing housing or helping you secure housing. In other cases, the hosting U.S. Embassy may provide assistance. You may also receive interim housing upon arrival and until more permanent housing can be arranged. There may be exceptions to this and these are managed on a case-by-case basis. Direct all questions regarding housing to your PAS/RELO or your host institution(s).

It is your responsibility to ensure that the cost of housing identified by the host institution(s) or U.S. Embassy falls within the allotted amount noted in your agreement, as applicable. You should consult your PAS/RELO if you feel the living allowance is insufficient based on the criteria outlined further below.

Do I need to confirm the cost of my accommodation with the program?

You will be required to provide a copy of your housing contract to GU/CIED within 60 days of arrival. If no housing contract is available, you can provide a statement certified by PAS/RELO, confirming the cost of your housing. If applicable, your agreement will be amended and the next payment from GU/CIED will be adjusted to reflect the actual cost of housing. The final living allowance amount for housing provided by DOS/ECA through GU/CIED will also take into consideration any funds for housing provided directly by the U.S. Embassy or Consulate and/or your host institution(s).

An example: Fellow Rachel's agreement includes \$5,000 from DOS/ECA through GU/CIED for the housing portion of her living allowance, and she also separately receives \$2,000 from the U.S. Embassy for housing. When she submits her housing contract after arrival, Fellow Rachel confirms with GU/CIED that the actual, total cost of her housing is \$6,000.

GU/CIED calculates the housing portion of her living allowance provided by DOS/ECA through GU/CIED as follows: \$6,000 total cost of housing - \$2,000 contribution from the U.S. Embassy = \$4,000 to be provided by DOS/ECA through GU/CIED. Therefore, in this example, Fellow Rachel's living allowance for housing provided by DOS/ECA through GU/CIED would be reduced by \$1,000. The amount provided to Fellow Rachel from the U.S. Embassy will remain the same and Fellow Rachel's agreement will be amended to reflect the new amount provided by DOS/ECA through GU/CIED.

What type of accommodation should I expect?

You can expect reasonable, safe, and modest housing that reflects the standard of living in the country of assignment. There are minimum standards for accommodation for all Fellows. These include:

- private bedroom;
- private bathroom with toilet and bathing facilities;
- kitchen with stove and refrigerator; and
- heating and cooling system, e.g. a fan or air conditioner, if available.

Every step is taken to assure these minimum standards are provided, but local conditions (e.g. periodical "brown outs", etc.) may interrupt service. You should be prepared for occasional inconveniences.

What if I want to move?

You may be able to do so, but for security reasons, you may not move without the advance, written approval of the U.S. Embassy. The U.S. Embassy will then notify the host institution(s), RELO, and GU/CIED of your request. If you move without approval, you may be subject to increased safety



concerns or expenses that you will have to pay out-of-pocket. This may also be grounds for termination of your agreement.

The U.S. Embassy or your host institution(s) may also ask you to move under some circumstances.

If you move, you will be required to submit your new housing contract (or PAS/RELO certified statement) to GU/CIED, within 30 days of your move. Your living allowance and payments will be adjusted to reflect the new cost of housing. Also, you may be asked to refund the difference in costs from your previous, approved housing. Alternately, if you move into more expensive accommodation, you may be asked to pay the difference from your stipend or other personal funds. Any adjustments to the living allowance amount provided by DOS/ECA through GU/CIED will also take into consideration any funds provided directly to you for housing by the U.S. Embassy and/or your host institution(s).

Are guests allowed to stay with me?

You may not have strangers or acquaintances stay in housing provided to you during your fellowship. This includes persons that you may meet through social media sites such as Facebook, CouchSurfing, AirBnB, etc. This condition applies to any kind of housing that you may have during your fellowship.

You may invite family and friends to stay in your housing, if allowed by those providing your housing. However, you may not accept any payment in exchange for allowing such person(s) to stay with you.

How do I pay for utilities?

The living allowance includes a portion for monthly utilities that is based on the average, standard charges for monthly utilities in the host city.

How do I pay for food and local transportation? How is local transportation defined?

The living allowance includes a portion that is meant to off-set your food and local transportation costs during your fellowship.

Local transportation is defined as transportation required for you to perform your fellowship duties, including, but not limited to, the daily commute to your host institution(s), transportation around the host city to local schools or other organizations, travel to meetings, and other errands related to the fellowship duties, including transportation to a bank or an ATM to withdraw funds to pay for housing or to cover PAA expenses.

Further information: Terms and Conditions of the Fellowship Agreement.

10. International Travel Arrangements to/from the Country of Assignment

Who arranges my travel to/from the country of assignment? Do I get to approve my itinerary before tickets are issued?

Unless otherwise specified, GU/CIED will coordinate your international travel through a designated travel agency. If you purchase your own ticket(s), the cost of the ticket(s) will not be reimbursed.

You must travel on the tickets provided for you by the program.



Your travel to and from the country of assignment is based on information you provide to GU/CIED during the onboarding process, as well as information received from PAS/RELO in the country of assignment. Before tickets are issued, GU/CIED requires approval from you, as well as your PAS/RELO, for all itineraries. Once your ticket(s) are issued, you will receive an e-ticket via email with your confirmed travel booking(s).

Whenever possible, the program will provide you with two, one-way economy class tickets, to and from your fellowship. Economy class is further defined in this Handbook. The tickets will be booked on the most direct routes available to and from the country of assignment, following Fly America Act regulations. There are no exceptions to this policy.

The program will make reasonable efforts to accommodate special itinerary requests, within Fly America Act and program guidelines and policies. If the first itinerary presented does not suit you, you may request a second or third itinerary, but you must choose from one of three that you are offered.

What is an economy class ticket?

The program will provide you with economy class tickets, to and from your fellowship. If you purchase flights using PAA, you can also only claim reimbursement for economy class tickets. Different airlines use different terminology for economy class; examples include economy, standard economy, main cabin economy, among others. Classes of service such as premium economy, comfort plus, or economy plus are not allowable and will not be booked directly by the program, and they are not reimbursable as a PAA expense.

Can I travel on a non-U.S. airline?

No, not unless it is permitted by applicable law and regulation. In booking your travel, the program must adhere to the Fly America Act, which means that you must use a U.S. flag air carrier service for all air travel funded by the U.S. Government. If no U.S. flag air carrier provides service on a particular leg of the route, foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with the U.S. flag air carrier service.

Again, you must travel on the tickets provided for you by the program.

Does GU/CIED work with a travel agency to book fellowship travel?

GU/CIED works with an independent travel agency to arrange and book program-related international travel. Their only role in the program is to arrange flights to and from the country of assignment. The travel agent must comply with the Fly America Act and any other program guidelines.

The travel agent cannot help you with any kind of travel when you arrive in the country of assignment. This includes, but is not limited to, ground transportation or travel to get to your post-arrival orientation. The travel agent does not have any information about hotel accommodation or per diem rates. They also do not have any general information about the program, such as the country of assignment, its visa requirements, project descriptions, information about your host institution(s), or your agreement and payments. Direct all of these enquiries to your PAS/RELO or GU/CIED.



What do I need to do before my outbound airline ticket is issued?

Before the program can issue airline tickets, you must have:

- completed the onboarding process via [the Portal](#), including the medical clearance process, and confirmed whether a visa is required for travel. If a visa is required for travel, you must have the visa in-hand before any tickets will be issued;
- a signed agreement; and,
- submitted a notarized letter of permission for minor child(ren) to travel with you (if applicable).

In most cases, the program also requires that you have completed the VPDO prior to departure. If, due to scheduling issues, this is not possible, the program will work with you to make other arrangements.

What if I require a round-trip ticket before I can obtain a visa to my country of assignment?

Some countries of assignment may require you to hold a round-trip ticket as part of the application process for a visa. If so, you must inform GU/CIED and a “dummy” round-trip ticket will be issued to you for this purpose. It will appear to be a validly-issued round-trip ticket, but will be canceled shortly after it is issued, and therefore you cannot use it for travel purposes. You should inform GU/CIED when your visa is granted, and a one-way ticket will then be issued for the country of assignment instead.

Do not use your “dummy” ticket for your travel to the country of assignment.

My country of assignment requires that I have a return ticket in order to enter it. What should I do?

Contact GU/CIED to inform them of this requirement and a fully refundable one-way return ticket will be issued for you within 24 hours before you depart for the country of assignment. Once you have safely entered the country of assignment, this return ticket will be canceled.

Can I incorporate personal travel to the outbound travel schedule, or travel before my agreement period starts to the country of assignment?

The program will not incorporate requests for personal travel into outbound flight schedules.

If I am travelling through another country, am I responsible for any transit visas or other documentation?

If you are being routed through another country, other than the United States and the country of assignment, you need to research all immigration restrictions for this country or countries and then obtain any documentation you may need to transit through the country or countries.

Can I upgrade my ticket?

Yes, but only after your ticket has been issued. Wait one business day after your ticket has been issued. You can then contact the airline directly to discuss any upgrades to classes of service such as premium economy, business or first class. You must also pay for any fees related to the upgrade. The program is not responsible for issuing upgradable economy class tickets.

I have special travel needs. Can you assist me?

The program addresses special travel needs and reasonable accommodation travel requests on a case by case basis. Contact GU/CIED to discuss what options are available.



What if my plans change after my ticket is issued and I am unable to undertake the fellowship?

If you are unable to undertake your fellowship for any non-program related reason, you must refund the program the cost of the ticket(s) and/or any cancellation fees. If the change or cancellation is program-related, you will not be responsible for the cost of the ticket(s) and/or any change or cancellation fees, or price difference resulting from the change.

Can the program help me with seat or meal selection or with arranging for oversized baggage?

Once your ticket has been issued, you must contact the airline directly to make your seat and meal selection, to arrange for oversized baggage, or to make other standard travel requests.

How do I pay for baggage, oversized bags, transportation to the airport, and other costs I incur during my travel?

In your first payment, you will receive a pre-departure and international travel expenses allowance to off-set pre-departure and international travel expenses **(during both your travel TO and FROM the country of assignment)**, such as, but not limited to: visas, medical examinations, vaccinations, ground transportation to/from the airport, baggage fees incurred to and from the country of assignment, COVID-19 tests, the purchase of personal protective equipment (PPE) for travel to and from the country of assignment, etc. Receipts for these expenses do not need to be submitted to GU/CIED. This allowance is intended to help defray travel related costs to and from the country of assignment, but it may not cover all of those costs, in which case you are responsible for any overages.

For any oversized baggage, you must contact the airline directly to discuss applicable fees and regulations. Neither GU/CIED nor the travel agency can assist you with this.

How and when will my return-trip airline ticket be arranged?

Your return travel is booked no earlier than one to two months in advance due to the variable nature of living and working abroad. You will be asked to submit information for your return ticket to GU/CIED no earlier than 60 days and no later than 30 days before the end date of your agreement.

You must leave the country of assignment within 30 days of the end date of your agreement period or you will forfeit your return ticket.

I would like to change my return travel plans to include a layover or to leave from a different country. Is this possible?

The program cannot accommodate any specific requests for layovers or departure from a different country. Only direct route, economy class Fly America Act compliant tickets to and from the country of assignment will be issued. Economy class is further defined in this Handbook.

I would like to depart later than the end of my fellowship. Is this possible?

On your return, the program can accommodate departure from the country of assignment up to 30 days following the end of your fellowship.

For such accommodations, the travel agent will price out two economy class one-way tickets: one with your requested dates and one for the official end of your fellowship. If applicable, you must pay the difference GU/CIED for your preferred itinerary. Payment must be remitted to GU/CIED within two weeks of your ticket being issued. If your payment is not received, the amount will be automatically



deducted from your final fellowship payment. Further information regarding how to pay GU/CIED for additional travel fees and costs can be found in this Handbook.

If you decide to depart later than the end of your fellowship, you must remain on your fellowship through the end of your agreement period. Leaving your fellowship within five days of your agreement end date requires written PAS/RELO approval. Departure earlier than that or without PAS/RELO approval is considered termination and all termination conditions will apply.

Am I still covered by ASPE if I stay longer in my country of assignment?

No. You are only covered by ASPE during the period of your fellowship, as well as on the day of travel immediately before your fellowship start date and on the day of travel immediately following the final day of your fellowship.

Further information: Terms and Conditions of the Fellowship Agreement, and [Fly America Act](#), 49 U.S.C. 40118, and applicable regulations, including 41 CFR 301 10.131 to 301 10.143.

11. International Travel Arrangements to/from the Country of Assignment for Dependents and Pets

I plan to travel to the country of assignment with my dependents. How should I organize this?

You can coordinate this travel yourself, or inform GU/CIED before your travel is booked that you would like to travel on the same flights with your dependents. Anyone traveling with you whose travel is arranged by the program must abide by the Fly America Act, and this may mean more expensive travel than on other airlines.

GU/CIED will inform the travel agent of your request to travel on the same flight with your dependents and ask that they reserve an itinerary for your dependents on the same flight(s) as yours. If space is available on your flight(s), you are responsible for paying all expenses for any dependent travel and must provide the travel agent with your payment information at the time of booking. The travel agency will not process any tickets for persons other than a Fellow without first receiving payment.

I will be traveling alone with my minor child. How do I make arrangements for their travel?

GU/CIED can coordinate your travel with a minor child, following the same procedures outlined in the question above. In addition, if you are travelling alone with a minor child, you may require legal documentation from the other parent giving permission for the travel to occur. This is your responsibility to arrange. If applicable, you must upload a copy of any notarized letter of permission for minor child(ren) to travel with you to [the Portal](#).

Is there anything I should do if I plan to travel with a child who is under the age of two but I do not plan to purchase a seat for them?

Even if you do not plan to purchase a seat for your child who is under two years of age, you still must notify GU/CIED before tickets are booked, so that your child can be added to your airline ticket. This information is requested during the onboarding process in [the Portal](#). **It is not possible to add a child under the age of two once the ticket has been issued. Your child will not be allowed to board the flight if they are not listed on your ticket.**



I would like my pet to travel with me as well. Is this possible?

Neither the program, nor the travel agency can help you to arrange a pet's transport. Your travel itinerary cannot be changed or accommodated to coordinate with your pet's travel. If the schedule that the program coordinates for you is not acceptable due to your pet's travel needs, you will be responsible for planning, organizing, and paying for your own ticket, as well as that of your pet, to and from the country assignment. In such cases, you will forfeit your program provided ticket to and/or from the country of assignment.

Further information: Terms and Conditions of the Fellowship Agreement.

12. Payment to the Program for Additional Travel Fees and Costs

Under certain circumstances, you may owe money back to the program for additional non-program related travel fees and costs. If that is the case, you are asked to fully cooperate with GU/CIED to arrange for this.

What additional travel fees and costs am I responsible for? How do I know how much I have to pay?

If dependents accompany you to the country of assignment, you are responsible for paying all of their travel costs. Also, you may owe money to the program due to travel cancellation for a non-program related reason. GU/CIED will tell you how much you owe the program for these costs.

How do I pay for these costs?

Unless you remit payment for the cost of any changes directly to the travel agent, you must refund the program within two weeks of issuing your travel via direct deposit, called Automated Clearing House (ACH) to GU/CIED, as follows:

Bank: PNC Bank N.A.
Address: 808 17th Street, NW, Washington, DC 20006
ABA Number: 054000030
Account Name: Georgetown University ACH Receipts
Account Number: 5303547831
Account Type: Checking
Reference: ask GU/CIED for reference information related to your payment

If you are unable to pay via ACH, you must choose one of the below repayment methods, also within two weeks of issuing your travel:

Process a wire transfer for the applicable amount to:

Bank: PNC Bank N.A.
Address: 808 17th Street, NW, Washington, DC 20006
ABA Number: 031000053
Swift Code: PNCCUS33
Account Name: Georgetown University General Fund
Account Number: 5300384731
Reference: ask GU/CIED for reference information related to your payment

Send a check or money order for the applicable amount payable to "Georgetown University" to:



Georgetown University/CIED
English Language Programs
2115 Wisconsin Avenue, NW, 4th Floor
Washington, DC 20007

You must notify GU/CIED of the type of payment you have selected to make and the date on which it was issued.

What happens if GU/CIED does not receive my payment within two weeks?

If your ACH/wire transfer payment or your check does not arrive within two weeks of your airline ticket being issued, the program may withhold your future stipend payments until it arrives or the amount may be deducted from your next fellowship payment.

Further information: Terms and Conditions of the Fellowship Agreement.

13. Program Activities Allowance (PAA)

What is PAA and how can I use it?

PAA is provided to facilitate and enhance your activities during your fellowship. It also covers costs associated with your post-arrival orientation, and the mandatory mid-year professional development event.

PAA is a reimbursable allowance category, which means the funds are not provided to you in advance. To receive reimbursement for expenses, you must retain receipts for all costs incurred under this category and submit a complete expense report to GU/CIED for payment.

There are very specific policies related to what types of PAA expenses you can incur and how to submit expense reports for reimbursement. These policies and instructions are outlined in this Handbook and in your agreement. If in doubt, ask GU/CIED before incurring any expenses.

How much money do I get to spend on my PAA?

Your PAA ceiling is indicated on page one of your agreement. You are responsible for keeping track of your PAA expenses, as you will not be reimbursed for any expenses which exceed the PAA ceiling listed in your agreement, even if approved by PAS/RELO.

Are there any reasons I will not get reimbursed for expenses incurred?

You will not be reimbursed for any expenses that do not have PAS/RELO approval. Further, even if approved by PAS/RELO you will not be reimbursed for any expenses that:

- do not have a corresponding, legible receipt;
- are unallowable, as outlined in your agreement and in this Handbook;
- exceed the ceiling for PAA as outlined on page one of your agreement;
- are submitted past the due dates, as outlined in the agreement and this Handbook; and/or,
- are dated before the date your agreement is signed, or after the end date of your agreement period.

If you have questions, contact GU/CIED before incurring the expense.



What kinds of things can I spend PAA on? What do I do with the things I purchase at the end of my fellowship?

You should work closely with PAS/RELO to develop plans and budgets for PAA. Importantly, you must allocate sufficient funds for post-arrival orientation expenses, and a minimum of \$2,000 for the mid-year professional development event.

Here are some examples of other expenses typically allowed under PAA. Remember that you must receive advance approval from your PAS/RELO for any expense.

- COVID-19 tests required while in the country of assignment, beyond any maximum amount reimbursable through ASPE, as outlined in the [ASPE Guide](#);
- PPE purchased while in the country of assignment, such as masks, gloves, hand sanitizer, or other reasonable PPE purchases in response to the COVID-19 pandemic;
- Settling-in costs, which include, but are not limited to, in-country visas, work permits, one-time utility set-up fees, real estate agent fees, purchase of household items (bedding, dishes), etc.;
- Development, preparation, and facilitation of conferences, workshops, seminars, lectures, etc.;
- Travel outside the host city related to your duties;
- Supporting local EFL teachers to participate in local or regional (in/out of the country of assignment) conferences, including the TESOL International Convention in the United States;
- Purchase of commercial educational materials such as books, DVDs, visuals, educational software, magazines, newspapers, etc., which will be donated in the country of assignment;
- Purchase of small equipment and office supplies, such as printer, copier, memory storage, paper, toner, etc., which will be donated in the country of assignment;
- Purchase of standard computer software such as operating systems, MS Office, Adobe, etc. for installation on host institution(s) systems;
- Purchase of subscriptions to web conferencing services, online teaching platforms, and specialized software;
- Establishing/enhancing resource centers, American Corners, teacher associations, etc.; and
- Paying for printing and photocopies.

When you finish your fellowship, you must leave behind all materials and equipment purchased with PAA. You might leave these items with your host institution(s), an American Corner, a local library, or other resource center. You will submit an inventory of those items with your final report, and confirmation that the items have been left with an appropriate recipient.

What kinds of things I can NOT spend PAA on?

Unallowable expenses will not be reimbursed. Even with PAS/RELO approval, you may **not** use PAA to fund:

- Expenses and/or compensation for companions, U.S. government exchange participants (such as, but not limited to, other Fellows, English Language Specialists, Fulbright Scholars, and Fulbright English Language Teaching Assistants), Peace Corps volunteers, DOS/ECA employees, and United States citizens;
- E-books if downloaded to your personal e-reader;
- Alcohol, flowers, prizes, and gifts;
- Local language classes or lessons;
- Your travel costs to the annual TESOL International Convention in the United States;
- Your TESOL International Association membership fees;



- Professional development training programs;
- Standard computer software such as operating systems, MS Office, Adobe, etc. for your personal use;
- Premium economy, business or first-class tickets or upgrades (tickets in a class of service outside economy class as defined in this Handbook);
- Laundry costs;
- Local transportation in your host city, as defined in your agreement; and,
- Other unallowable expenses.

Are there any restrictions associated with the purchase of subscriptions to web conferencing services, online teaching platforms, and specialized software?

Yes. The program will reimburse you only for the cost of the least expensive subscription necessary to meet the needs and duration of your project. In addition to including receipts for your subscription purchase, your expense report must include the available subscription pricing plans and their duration. Complete details on the submission of expense reports can be found in this Handbook.

What are the steps I need to take to provide a grant to a local colleague using PAA?

In some cases, and always with PAS/RELO approval, English Language Fellows can provide small grants to local colleagues using PAA. You must contact GU/CIED in advance of granting any funds to discuss the forms you – and your local colleagues - must complete and submit.

Examples of grants provided to local colleagues using PAA include:

- Funds to cover travel costs (flight, hotel, meals, and/or local transportation) to a conference or program-related event;
- Conference registration fees.

Small grants cannot be used to provide compensation or honoraria of any kind.

In order to get reimbursed for funds disbursed to a local colleague, you must submit a completed, signed, and dated “Grant for a Local Colleague” form to GU/CIED, located on [the Portal](#), along with the other items required for the submission of complete expense reports. **Before disbursing any funds to a local colleague and before signing the form,** you must ensure that grant recipients are eligible to receive U.S. federal funds by following instructions on the form to complete required debarment information.

Can I use PAA funds to procure services from a third party?

No. Engaging with a third party (individual or business) to procure or provide services are not allowable PAA expenses. Contact GU/CIED with any questions.

Can I purchase flights using PAA?

With PAS/RELO approval, you can purchase flights using PAA. Most commonly, Fellows use PAA to purchase travel to attend in-country or regional workshops/conferences and the mid-year professional development event.



The program can only reimburse you for the costs of economy class flights to and from the country of assignment and the destination of the approved event (i.e. the mid-year professional development event, or another location as approved by PAS/RELO), on the most direct route available, with no stop-overs. Economy class is further defined in this Handbook.

In order to get reimbursed for flights, you must submit the following to GU/CIED, along with the other items required for the submission of complete expense reports:

- Boarding passes for all segments of your flight; and
- Receipt showing all flight details (dates and routing), as well as costs.

If you choose to incorporate personal travel plans into travel purchased using PAA, you may do so only with regard to your arrival or departure dates. The program cannot reimburse you for travel plans that include alternate departure points, destinations, or stop-overs. Further, you must also submit the following with your expense report for reimbursement:

- PAS/RELO approval to take personal leave;
- Screenshot of the cost of the flight on the PAS/RELO approved event dates. If your preferred dates result in a higher fare, you must pay the difference for your preferred itinerary.

Can I incur PAA expenses prior to the start of my fellowship, or after my fellowship has ended?

PAA expenses that are dated before the date your agreement is signed, or after the end date of your agreement period, will not be reimbursed. If your agreement has been signed, it is possible to incur PAA expenses prior to the start of your fellowship, but not recommended. Since the goal of the PAA is to augment and support your activities in the country of assignment, it is best to wait until after you arrive at your host institution(s), so that you can conduct a needs analysis and consult with your PAS/RELO on best ways to utilize your PAA. If you want to use your PAA ahead of your departure, you must first obtain written PAS/RELO approval before making any purchases.

Can I coordinate a fundraising campaign to support my fellowship activities?

If you would like to coordinate a fundraising campaign during your fellowship, you should first request permission from your PAS/RELO. Your request should outline the campaign goals and the plan on how you will manage and account for the collected funds. You should also monitor the use of the funds to ensure there are no conflicts of interest in their spending.

How should I prepare my PAA plans and budgets?

Because PAA is a reimbursable allowance, and because you will not be reimbursed for any expenses incurred that exceed your PAA ceiling (listed on page one of your agreement), you should prepare PAA plans and budgets* and submit these to your PAS/RELO for approval before you spend any money. You are ultimately responsible for ensuring you stay within budget. An outline of the planning and budgeting process is below.

Once expenditures have been made, you must submit a complete expense report to GU/CIED for reimbursement. You can find full details on the submission of expense reports in this Handbook. You can also find sample expense reports on [the Portal](#).



***You will likely need to prepare multiple plans and budgets for approval, and subsequently submit multiple expense reports for PAA throughout your fellowship. Expense reports must be submitted to GU/CIED within 60 days of incurring an expense, and no later than 30 days after the end date of your agreement period. Expense reports which are received late will not be processed.**

- Discuss your ideas for using PAA with your PAS/RELO.
- Prepare a PAA plan and detailed budget.

You are encouraged to talk to your PAS/RELO about your ideas before you prepare PAA plans and budgets.

Outline, in detail, what you intend to do with your PAA and show how it will enhance your work. Be as specific as possible about the who/what/where/when/why in your plan.

A plan should also show what arrangements you will make to leave behind any materials, equipment, or other items purchased with your PAA. All resources purchased with PAA are to be left with your host institution(s), American Corner, libraries, or other resource centers. Seek the advice of your PAS/RELO on how to do this.

In your budget, outline the specific expenses you expect to incur related to the plan. **Budget appropriately for costs related to settling-in and your post-arrival orientation, as well as set aside the recommended \$2,000 for costs related to the mid-year professional development event.**

Keep a running total of your PAA expenditures and include the amount remaining to be spent in each submission of a PAA plan and budget to your PAS/RELO.

- Get approval from your PAS/RELO.
- Submit an approved PAA plan and budget to GU/CIED with your expense report.

Once you have prepared a PAA plan and budget, submit them to your PAS/RELO for approval in writing, ideally in the body of an email. If submitting a PAA plan and budget as an email attachment, have your PAS/RELO sign off on the attachment. PAS/RELO approval of an activity must have clearly stated “from-to” dates.

After you have received approval in writing (e.g. via email) from your PAS/RELO for a PAA plan and budget, submit these to GU/CIED for processing as part of a complete expense report for reimbursement following the expense report guidelines in this Handbook.

****You must have PAS/RELO approval for each expense you seek reimbursement for.**

Further information: Terms and Conditions of the Fellowship Agreement.



14. Duration of Fellowship, Leave and Absences

How long is my fellowship?

Your agreement period is stated on page one of your agreement.

What happens if I cannot arrive in my country of assignment as scheduled?

If you delay your arrival to the country of assignment for any non-program related reasons, your agreement period will be amended either to fulfill the duration of the original agreement period, or to reflect a new start date, as determined by DOS/ECA and PAS/RELO.

If you are delayed arriving to the country of assignment for any program-related reasons beyond your control, your agreement period will not be amended, unless otherwise determined by DOS/ECA and PAS/RELO.

What if I leave my fellowship early?

You are expected to stay on your fellowship and carry out your duties until the end date specified in your agreement.

If you decide, for any reason, to leave earlier than five days prior to the end of your agreement period, or to stop performing your duties earlier than five days prior to the end of your agreement period you must notify PAS/RELO and GU/CIED in writing of the timing of your departure or when you stop performing your duties. In this event, your agreement will be terminated and all applicable conditions will apply.

If you decide to leave within the five day period prior to the end of your agreement period, you must obtain PAS/RELO written approval. If you leave without such approval, your agreement will be terminated and all applicable conditions will apply.

If your host institution's academic year closes before your agreement period ends, PAS/RELO may require you to undertake other program-related duties until the end of your agreement period.

Do I get any leave time?

If there are times when all academic activities at your host institution(s) are on break (such as host institution intersessions) and you have no other duties scheduled during that time, you may be able to take leave. Before you do this, you must have the prior written approval of your host institution(s), and PAS/RELO. This approval is required whether you plan to spend your leave time in the country of assignment or travel to another country. Your PAS/RELO may assign you other duties during an academic break, which may include activities such as:

- teacher training;
- curriculum, syllabi, or materials development;
- peer counseling;
- testing, evaluation, or assessment development;
- needs analysis; and/or,
- project advising/coordinating.



There are no hard and fast rules for the kinds of duties you may be assigned, though they will generally be related to English language learning or public diplomacy. You are asked to actively cooperate with your PAS/RELO when asked to take on related duties during a host institution intersession.

What if there is a personal emergency back home and I have to leave quickly?

You must promptly notify your host institution(s), PAS/RELO, and GU/CIED if you have to leave suddenly because of a personal emergency. Try to notify them how long you expect to be out of the country of assignment.

Except for such an emergency, you cannot leave the country of assignment without prior written approval from your host institution(s) and PAS/RELO.

In case of your absence for personal circumstances of any kind – except for illness or injury - your stipend and your living allowance for food and local transportation will be reduced by the number of days spent outside of the country of assignment and your ASPE benefit coverage will be suspended for the duration of your absence. Your living allowance for housing and utilities will continue, as you are still responsible for these expenses while outside the country of assignment, but those funds are not to be used for expenses outside the country of assignment.

In case of absence from your duties for any non-program related reason, including illness or injury, PAS/RELO will determine if your agreement can be continued or if it should be terminated, in which case all applicable termination conditions will apply.

What if I become ill and need to leave quickly or have a medical condition that I prefer to be treated back home?

For medical emergencies involving evacuation see the medical evacuation section of this Handbook and your agreement. In case of your absence from the country of assignment for personal illness or injury, you will continue to receive your payments, as outlined in your agreement, and will continue to receive ASPE benefit coverage, unless it is determined by PAS/RELO that your agreement should be terminated.

Note that you remain responsible for housing and utilities payments in the country of assignment while outside the country of assignment for any reason.

In case of absence from your duties for any non-program related reason, including illness or injury, PAS/RELO will determine if your agreement can be continued or if it should be terminated, in which case all applicable conditions will apply.

If I have to take a leave of absence for any reason, is it possible to return to my fellowship?

If you are away from your fellowship for any reason, PAS/RELO will determine if your fellowship can be continued or if it should be cancelled, resulting in termination of your agreement.

Do I still have to pay for my local rent and utilities while I am not in my country of assignment?

Yes. You still have to pay your rent and utilities in the country of assignment while on leave, regardless of whether it is a pre-approved leave or because of an emergency. In this case, your living allowance cannot be used to pay for your expenses outside of the country of assignment.



Can I leave my country of assignment for any other reasons?

Yes, but only at the discretion of and with the prior written approval of your host institution(s), and PAS/RELO. You also need to notify GU/CIED of any absences. For example, you might want to spend some of your free time visiting another county in your region. You can do so, but only with prior approval and you must pay for all travel and living expenses yourself. Also, bear in mind that if you leave the country of assignment, you may need an exit or re-entry visa. These are your personal responsibility to obtain and pay for. Furthermore, ASPE does not cover you when you travel on personal leave out of the country of assignment.

If I travel to another country for fellowship-related events, either organized or approved by PAS/RELO, can I stay longer and see more of the country I am visiting?

You can, with the approval of your host institution(s) and PAS/RELO, but you will have to pay for any expenses outside of the planned event and its activities. If you arrive early, leave late, visit tourist attractions and/or have any other personal expenses outside of the planned event, you will have to pay for this, including the price difference for your airline ticket, if there is one. In addition, ASPE will be suspended during that time.

What if I would like to leave my host city for personal travel? Do I need to notify anyone?

For safety and security reasons - even if it is a town next door – you need to notify your host institution(s), PAS/RELO, and GU/CIED of your time away from the host city.

Further information: Terms and Conditions of the Fellowship Agreement.

15. Evacuation from the Country of Assignment for Non-Medical Reasons

There have been numerous volatile situations throughout the world that have created a need for the urgent departure or evacuation of American citizens to ensure their safety. These have included political and economic unrest, natural disasters, public health crises, and terrorist attacks. In such cases, evacuation from the country of assignment may be deemed by DOS as “ordered” or “authorized.”

While living abroad, you should always be prepared to depart a country quickly, if necessary. More information on emergency contacts and preparedness is provided in this Handbook.

How will I know if I am being evacuated from the country of assignment? What is the difference between an ordered and authorized departure?

There are two types of DOS evacuation: “ordered” and “authorized departure.”

An ordered departure is not voluntary. GU/CIED and the U.S. Embassy in the country of assignment will work with you to facilitate your timely departure.

An authorized departure is voluntary and you are not automatically required to depart – you are not required to leave, and you are not required to stay. You should consult with your PAS/RELO for advice. If you decide to stay, you must remain in close contact with your PAS/RELO for updates on the situation. If you decide to leave, advise your PAS/RELO and GU/CIED immediately; they will work with you to facilitate your departure. If no PAS/RELO staff remain in the country of assignment to support you as a Fellow, policies for ordered departures will apply and you will be required to depart.



During all evacuation scenarios, you are required to follow all guidance issued by DOS/ECA. If you are found not to adhere to such evacuation guidance, your agreement will be terminated immediately and all applicable termination conditions will apply, including the forfeiture of your return ticket.

Where will I be sent if I'm evacuated?

There are different kinds of evacuations, depending on the circumstances. You may be evacuated to a different city in the country of assignment. You may even be asked to finish your fellowship in this new city or another location that is safe. This is addressed on a case-by-case basis.

In some cases, you may be evacuated to a third country at the request of DOS/ECA. You might stay there until the evacuation order is lifted, until you are re-assigned to another country, or until your agreement is terminated. If you are evacuated to a third country, you will receive a direct route, economy class airline ticket and possibly some living expenses while in this country. The issue of living allowance is dealt with on a case-by-case basis.

In some cases, you may be evacuated to where your home base is at that time. If possible, the program will provide you with an economy class airline ticket on the most direct route available. Again, you might stay there until the evacuation order is lifted, until you are re-assigned to another country, or until your agreement is terminated. You would receive no additional living allowance while at your home base.

Economy class is further defined in this Handbook.

Do I have to leave my country of assignment if an evacuation is ordered?

No, but it is highly recommended. If you decide to remain in the country of assignment while an evacuation order has been issued, it will be at your own risk and expense. Your agreement will be terminated immediately, you will forfeit your return ticket, and all applicable termination conditions will apply. You will be then considered to be a private U.S. citizen abroad.

What about my dependents or pets?

You are responsible for making and paying for all travel arrangements for any dependents and pets. You can consult with your PAS/RELO and/or the Consular Section of the U.S. Embassy for guidance.

What will happen to my personal effects?

In all evacuation scenarios, you are responsible for bringing all of your personal effects with you, as you may not be allowed to return to your host city to collect them. The program is not responsible for the logistics and the shipping costs of personal effects that have been left behind.

I have been evacuated for more than 30 days. What happens now?

Evacuations are dealt with on a case-by-case basis. If you have been evacuated for 30 days or if it is 30 days from the date of the evacuation order and the order is still not lifted, your agreement may be terminated. In rare cases, you may be re-assigned to another country. It is important to stay in touch with your PAS/RELO and GU/CIED and follow their guidance.

Further information: Terms and Conditions of the Fellowship Agreement.



16. Medical Evacuation from the Country of Assignment

As health care quality differs in countries around the world, you may also need to evacuate to properly address medical issues that develop while in the country of assignment. In the past, Fellows have experienced unexpected medical conditions (serious illness or injury) requiring medical evacuation either to the U.S. or to another country for proper treatment. You should familiarize yourself with the processes and procedures that are in place to help you in such cases.

How do I identify a local emergency contact who can assist me in the case of a medical emergency?

Whether you have your own coverage or whether ASPE is your only health benefit plan, the first thing you should do when you arrive in the country of assignment is identify a key contact person who can liaise with your insurance company, or with Seven Corners, the ASPE administrator, in case you are incapacitated. This could be a person living with you during your fellowship or someone else who you consider to be reliable, possibly a colleague or friend at your host institution(s). Specifically, for ASPE, this person will be responsible for obtaining pre-approval from ASPE to evacuate you, if necessary. Be sure this person knows your ASPE ID number and has ASPE's phone numbers; you can share the emergency contact card you develop with this person.

When you submit your preliminary report, you will be asked to provide contact information for your local emergency contacts via [the Portal](#), and confirm your medical advocate located outside of the country of assignment. GU/CIED and your PAS/RELO will have access to the contact information you provide.

Does a medical evacuation under ASPE need to be approved?

Yes. Unless you have your own coverage, before you make any medical evacuation plan, or one is made for you, you need pre-approval for it to be covered by ASPE. Once notified of the medical emergency, Seven Corners, the ASPE administrator, will determine whether your condition is so severe that it requires a level of care not available in the country of assignment, or is clearly life threatening. ASPE/Seven Corners will confer with DOS/ECA about the need for evacuation.

Keep PAS/RELO and GU/CIED informed throughout.

How do I contact Seven Corners, the ASPE administrator, for pre-approval?

You, your appointed advocate, or a medical provider needs to contact ASPE/Seven Corners to explain the need for your evacuation. Place a collect call to their customer service through the operator at +1 317-818-2867. After the evacuation has been approved, ASPE/Seven Corners will contact you or your liaison, as well as your PAS/RELO in the country of assignment to help make evacuation arrangements.

- You need pre-approval ASPE/Seven Corners before any medical evacuation plans are made.
- Call ASPE/Seven Corners collect at +1 317-818-2867 to get approval.

What if I handle the travel arrangements myself or another person does so on my behalf without pre-approval?

Unless you have your own coverage, any medical evacuation arranged without pre-approval from ASPE/Seven Corners will not be covered.



Will I always be medically evacuated to the U.S. under ASPE?

No. If your medical evacuation is approved and arranged by ASPE/Seven Corners, the plan will pay for your evacuation to the nearest suitable medical facility, which may be in another country.

What about my dependents or pets?

You are responsible for making and paying for all travel arrangements for any dependents and pets. You can consult with your PAS/RELO and/or the Consular Section of the U.S. Embassy for guidance.

What will happen to my personal effects?

In all evacuation scenarios, you are responsible for bringing your personal effects with you, as you may not be allowed to return to your host city to collect them. The program is not responsible for the logistics and the shipping costs of personal effects that have been left behind.

Can I return to my fellowship after a medical evacuation?

Returning to your fellowship following medical evacuation is contingent on:

- PAS/RELO approval;
- approval from DOS/ECA for you to continue to receive ASPE coverage; and,
- medical clearance of a new HVF, as outlined in the agreement.

If the above conditions are not met, your agreement will be terminated.

Further information: Terms and Conditions of the Fellowship Agreement and your [ASPE Guide](#) to Health Care Coverage.

17. Termination

GU/CIED may implement the termination of your agreement at any time prior to your departure for the country of assignment or during the agreement period at the direction of DOS/ECA, or following your resignation from the program.

What if I cannot begin or complete my fellowship? Can I make any financial claims?

No. Neither GU/CIED nor DOS/ECA are responsible for any financial claims you may make if you cannot begin or complete your duties as a Fellow. This remains the case even if this is because of circumstances beyond your control, such as political unrest in the country.

Is the implementation of my fellowship contingent on anything?

Yes. Implementation of your fellowship is contingent upon:

- your medical clearance;
- completion of the required onboarding process through [the Portal](#);
- your ability to obtain a U.S. passport and any necessary visa(s) that the country of assignment requires; and
- appropriate conditions that exist prior to and during your fellowship in the country of assignment; “appropriate conditions” are determined by your PAS/RELO, in consultation with DOS/ECA and they typically refer to issues around political, social, economic, and/or public health stability in the region.



What are program-related reasons for which my agreement may be terminated?

Your PAS/RELO can direct GU/CIED to terminate your agreement at any time prior to the start of, or during, your agreement period. Program-related grounds for termination of your agreement may include, but will not be limited to, the following:

- the host institution(s) and/or PAS/RELO cancels or terminates the project due to conditions beyond your control in the country of assignment or related to the host institution(s) and reassignment to another location is not possible;
- you are unable to perform your duties for medical and/or illness-related reasons that occur during the agreement period;
- unforeseen political and economic unrest, natural disasters, public health emergencies, terrorist attacks, etc.

What are non-program related reasons for which my agreement may be terminated?

Your PAS/RELO can direct GU/CIED to terminate your agreement at any time prior to the start of, or during, your agreement period. Non-program-related grounds for termination of your agreement may include, but will not be limited to, the following:

- your fellowship fails to achieve the goals of the program;
- you choose to abandon your duties before the end of your agreement period;
- you take personal leave time without PAS/RELO written approval;
- you perform your duties unsatisfactorily;
- you are unable to perform your duties for personal reasons;
- you fail to observe satisfactory professional ethics;
- you violate any law of the United States or the country of assignment;
- you violate the rules and/or policies of the host institution(s);
- you fail to observe the social norms of the country of assignment;
- your virtual work outside of the country of assignment conflicts and/or interferes with your duties;
- you do not respond to requests by GU/CIED and/or by PAS/RELO in a timely manner;
- you refuse to follow directions/guidance from PAS/RELO;
- you give offense, intentionally or otherwise, to the United States or the country of assignment, which is contrary to the spirit of mutual understanding;
- you engage in any unauthorized income-producing activity;
- you materially misrepresent yourself in a fellowship application form or fellowship document;
- you conduct yourself in a manner that could bring DOS/ECA, PAS/RELO, GU/CIED, and/or the host institution(s) into disrepute;
- you act in a way that is inappropriate or dangerous to yourself or others;
- information on your HVF is found to be substantially inaccurate or incomplete;
- following any change in your medical condition, your new HVF is not medically cleared by the program's medical examiner;
- your ASPE coverage has been terminated;
- your visa to the country of assignment has been canceled or revoked;
- you have moved or changed housing without advance PAS/RELO approval;
- you decline reassignment to another location;
- you fail to comply with the agreement and the attached terms and conditions.



If things beyond my control cancel my project, can I be reassigned to another location? Do I have to accept reassignment?

If there are conditions beyond your control in the country of assignment that cancel your project, either before the start date of, or during your agreement period, you may be reassigned to another host institution in the same country or possibly even assigned to a new country. Because other countries of assignment may have different standards of living, your living allowance may change, if you are reassigned. DOS/ECA is in charge of these reassignments.

Your agreement will be terminated if:

- reassignment is not possible;
- reassignment is offered and you do not accept the reassignment.

How will I know my agreement has been terminated? What payments will I receive?

The program will send you a formal termination letter via email. This letter officially amends your agreement period and outlines details on payments you have received to date, specifying what funds you can keep, and what funds, if any, you are required to return to the program.

What other conditions should I be aware of if my agreement is terminated after the start date of my agreement period?

If your agreement is terminated, you should be aware of the following termination conditions outlined in the agreement, as applicable, and stated in your termination letter:

- You shall cease performing your duties as of the date stated in your termination letter.
- The duration of the ASPE health benefit plan will be amended so that it is the same as the amended agreement period.
- Unless otherwise specified in the agreement termination letter or by PAS/RELO, your departure from the country of assignment and return travel must take place within five days of the amended end date of your agreement period, or you will forfeit any right to a return ticket provided by the program.
- You are responsible for making and covering travel arrangements for any dependents, and/or pet(s).
- You will be liable for all debts you may have accumulated while in the country of assignment.
- You must submit expense reports by the due date specified in your termination letter to claim any reimbursement for approved PAA expenses. Any reimbursement due to you will not be issued until any amount owed to the program, if applicable, is refunded in full by the due date specified in the termination letter.

Further information: Terms and Conditions of the Fellowship Agreement.

18. Remaining in-Country after Agreement Ends or is Terminated

My fellowship has ended but I want to remain in my country of assignment. Is this possible?

Yes, you can remain in the country of assignment after the end of your agreement period if you meet all of the visa requirements of the country of assignment, which is your responsibility to ensure. You must also abide by any limitations imposed by the country of assignment and you must change your status from “Fellow” to “American citizen in-country resident” with STEP and the U.S. Embassy’s ACS. You are no longer a Fellow after your fellowship has ended or has been terminated.



Be aware that if you choose to remain in either the country of assignment or another country for more than 30 days after the end date of your agreement, you forfeit your return travel. After 30 days, you are responsible for the logistics and payment of your return travel. Also, your ASPE health benefits will terminate on the final day of your fellowship.

My agreement has been terminated but I want to remain in my country of assignment. Is this possible?

If your agreement is terminated, you must leave the country of assignment within five days of the end date of your amended agreement period, unless otherwise specified by PAS/RELO, or you will forfeit any right to a return ticket provided by the program. As above, you are responsible for visa requirements, which may be affected by termination, and you will be considered a private American citizen in-country, with no further benefits provided by the program.

Further information: Terms and Conditions of the Fellowship Agreement.

19. Reporting Requirements – Expense Reports and Program Reports

Do I need to submit reports as part of my fellowship?

Yes. There are two categories of reports that you are required to submit as part of your participation in the program:

- Program reports: These include the preliminary, mid-year, and final reports. All program reports will be submitted via [the Portal](#).
- Expense reports: These must be submitted via email in order for you to get reimbursed for approved, reimbursable expenses.

What program reports do I have to submit?

You are required to submit the following three reports, by the deadlines indicated below, via [the Portal](#). You may also be asked to submit ad hoc surveys or reports by DOS/ECA or your PAS/RELO.

Preliminary report	Due within 30 days of your arrival in the country of assignment.
Mid-year report	Due no later than five months after the start date of your agreement.
Final report	Due within 30 days after the end date of your agreement.

What expense reports do I have to submit? Do I need to keep receipts for all of my expenses?

You must submit expense reports (and therefore retain receipts for all expenses incurred) to GU/CIED for approved expenditures under the following allowances:

- PAA, including approved expenses related to your post-arrival orientation, settling-in costs, and mid-year professional development event; and
- ad hoc fellowship related expenses, as approved by PAS/RELO and/or DOS/ECA.

Review the payments, benefits, and allowances section of this Handbook for further details on your benefits and allowances and whether you need to keep receipts.



How do I prepare an expense report?

There are strict policies around expense reports. The more precise and detailed you are, the faster you will get your reimbursement. Detailed instructions about completing expense reports are provided during the VPDO and an overview is below. All forms associated with submitting expense reports are available on the Portal.

*You will likely need to submit multiple expense reports for PAA throughout your fellowship as expense reports must be submitted to GU/CIED within 60 days of incurring the expense. Expense reports which are received late cannot be processed.

<p>Fill out an expense log.</p>	<p>You can find an expense log template on the Portal, or request one from GU/CIED. List every single expense you are claiming on the log, including meals per diem.</p> <p>Fill out the log completely and include as many details as possible regarding each expense, following the who/what/where/when/why principle. The program needs this for audit purposes. The more specific and precise you are, the faster GU/CIED can process your claim.</p>
<p>Organize and number your receipts following your expense log entries.</p>	<p>You must follow all regulations for reimbursable expenses as outlined in this Handbook and in your agreement.</p> <p>Other than meal per diems, every expense you list on your expense log must have a corresponding receipt. Do not aggregate different cost categories or expenses incurred on different dates. Be sure to reconcile your expense log with your receipts before sending to GU/CIED or it could delay the processing of your claim.</p> <p>If you do not have a receipt for an expense, contact GU/CIED.</p> <p>If you are including costs for any flights purchased with PAA in your expense report, you must also include:</p> <ul style="list-style-type: none"> • Completed "Travel Request and Fly America Act Exception" form located on the Portal; • Boarding passes for all segments of your flight; and • Receipt showing all flight details (dates and routing), as well as costs. <p>Requests for reimbursement of flight costs must be submitted within 60 days of purchasing the ticket(s).</p> <p>Any lodging expenses must remain within the expense limits of the U.S. government travel regulations. If you share your lodging with anyone else, you must either subtract the cost of lodging for that person or persons or show proof that the price of your lodging was the same regardless of the number of persons staying in the room.</p>



<p>If you travel outside your host city using PAA, include meals expenses.</p>	<p>For travel outside your host city using PAA, your daily meal expenses must remain within the expense limits established by the program and posted on the Portal.</p> <p>While receipts are not required to claim meals expenses, you must still list meals as a line item on your expense report. You must also submit documentation for proof of travel, such as hotel receipts and/or airplane boarding passes.</p> <p>You can calculate how much you should be reimbursed as follows:</p> <p>On the first day of your travel, you can claim up to <i>Maximum Travel Day Meal Expense</i> rate established for location you are traveling to; on the last day of your travel, you can claim up to <i>Maximum Travel Day Meal Expense</i> rate established for the location you are departing from.</p> <p>On all other days, you can claim up to <i>Maximum Full Day Meal Expense</i> rate for each of the locations you are in unless any of the meals are provided to you, such as breakfast at the hotel, or catered lunch/dinner at the event. If yes, you must then reduce your <i>Maximum Full Day Meal Expense</i> amount claimed as follows:</p> <ul style="list-style-type: none"> • Breakfast: reduce claim by 18.75% of the <i>Maximum Full Day Meal Expense</i> rate established for the location • Lunch: reduce claim by 31.25% of the <i>Maximum Full Day Meal Expense</i> rate established for the location • Dinner: reduce claim by 50% of the <i>Maximum Full Day Meal Expense</i> rate established for the location
<p>For subscription purchases, include information about available pricing plans.</p>	<p>The program will reimburse you only for the cost of the least expensive subscription necessary to meet the needs and duration of your activity. In addition to including receipts for your subscription purchase, your expense report must include the available subscription pricing plans and their duration.</p> <p>For example: if your activity is three months in length, and a monthly subscription plan is available that meets the needs of this activity, you must purchase the monthly plan versus a year-long option. If you purchase a year-long option, but a monthly plan is available, the program will prorate your reimbursement for the duration of your activity. No subscription can exceed the duration of your agreement period.</p>
<p>Include a copy of the exchange rate(s).</p>	<p>If your expenses were paid in a currency other than U.S. dollars (USD), you may choose to include a historical exchange rate for EACH of the dates the purchases were made.</p>



	<p>You can use an online exchange rate website such as www.oanda.com. You can also include a copy of your credit or debit card statement, if it includes the exchange rates or an exchange receipt from a bank.</p> <p>If you choose not to include a historical exchange rate for EACH of the dates the purchases were made, GU/CIED will use the historical exchange rates found on www.oanda.com.</p>
Include written approval from your PAS/RELO for each submitted expense.	<p>You must include PAS/RELO approval for each expense listed in your expense report.</p> <p>In most cases, approval of the plan and budget you submitted to your PAS/RELO before you made any purchases is sufficient. However, the plan and budget must reference each expense you are including in your expense report. If there are any expenses included in the report that are not in the plan and budget, you must attach separate approval from PAS/RELO for these expenses. Each expense you are seeking reimbursement for must have PAS/RELO approval.</p> <p>PAS/RELO approval is usually submitted as a PDF of an email you received from PAS/RELO with the approval.</p>
Make a copy of your expense log and corresponding receipts.	Make a copy of all pieces of your expense report, including PAS/RELO approval, the log, and all receipts.
Send completed expense report to GU/CIED.	<p>Email a PDF of your completed expense report in one document to GU/CIED.</p> <p>Expense report must be submitted within 60 days of incurring the expense and within 30 days of the end date of your agreement period. Expense reports which are received late will not be processed.</p>

Are there any reasons I will not get reimbursed for expenses incurred?

You will not be reimbursed for any expenses that do not have PAS/RELO approval. Further, even if approved by PAS/RELO you will not be reimbursed for any expenses that:

- do not have a corresponding, legible receipt;
- are unallowable, as outlined in your agreement and in this Handbook;
- exceed the ceiling for PAA as outlined on page one of your agreement;
- are submitted past the due dates, as outlined in the agreement and this Handbook;
- are submitted past the due dates, as outlined in the agreement and this Handbook; and/or,
- are dated before the date your agreement is signed, or after the end date of your agreement period.

If you have questions, contact GU/CIED before incurring the expense.



Can I dispose of the original receipts now that I have scanned and sent them to GU/CIED?

No, for audit purposes, you must keep all the original receipts for 60 days after the end of your agreement period.

Are there deadlines for my expense reports?

Yes. In accordance with GU/CIED policies and IRS publication 463, you must account for expenses by submitting complete expense reports to GU/CIED within 60 days after the expense was incurred. Final requests for reimbursement must be submitted to GU/CIED no later than 30 days after the end of your agreement period, including termination.

Expense reports which are received late will not be processed.

Could my reimbursement be rejected or denied even if PAS/RELO has approved it?

Yes. GU/CIED must follow very strict rules around financial matters for auditing purposes. Following are examples of reasons why an expense report claim may be denied:

- Missing receipts;
- Expense report submitted 61 or more days after the expense has been incurred;
- Expense report submitted 31 or more days after the end of your agreement period;
- Your PAA ceiling, as listed on page one of your agreement, has been exceeded;
- Incomplete documentation: you must submit all your documentation for an expense report in one complete package;
- Insufficient expense details: your receipts should show the breakdown of each expense in detail. If the receipt is not detailed, it is up to you to include an explanation of what the precise expense was;
- Unallowable expense items: even if your PAS/RELO has approved your expenses, if the expense is not allowed under the program policies, your PAA reimbursement will be denied. If you are not sure if an expense is allowable, check with GU/CIED;
- The scan of your expense report is illegible (too small or too blurry to read);
- After-the-fact PAS/RELO approval of your expenses;
- Recurring expenses only have one receipt instead of multiple receipts for each of the recurring expenses;
- Receipts pasted on top of one another blocking information and therefore considered incomplete;
- Split receipts not showing clearly your share of the expense;
- Receipts for subscription services do not include sufficient back-up information about available pricing plans and their duration;
- Hotel charges showing non-program companions staying in your hotel room without proper justification;
- Missing name lists of activity participants;
- Missing boarding passes for your flights;
- Submitting exact same expense more than once;
- Missing proof of liability insurance for hired group ground transportation;
- Missing travel form showing that purchased flights are Fly America Act compliant;
- Missing "Grant" forms for local colleagues who have been provided with funds to cover expenses for PAS/RELO approved activity;



- Amazon or other on-line vendor receipts without proof that the purchased items have been shipped and delivered;
- Incorrect meal per diem rate: it must remain within the expense limits established by the program and posted on [the Portal](#);
- Meal per diem claims that do not match activity dates as approved by PAS/RELO;
- Meal per diem claims for personal travel on dates before and/or after PAS/RELO approved activity.
- Costs incurred prior to signing your agreement or after the end date of your agreement period.

If your expense report contains errors or incomplete information, it will be returned to you for revision. You will receive your payment once your expense report is correct and approved for payment.

What is the minimum amount I can claim on an expense report?

There is no minimum amount required to claim reimbursement for allowable expenses. Since you must submit your reimbursement requests within 60 days of incurring the expense, it is important that you submit your reimbursement request within that time frame regardless of the claimed amount.

What happens if I exceed my PAA ceiling?

It is your responsibility to keep track of your PAA expenses and make sure that you do not exceed your PAA ceiling, as stated on the page one of your agreement. Review the PAA section of this Handbook for PAA budgeting overview. **PAS/RELO approval of your PAA expenses does not constitute approval to exceed the PAA ceiling noted in your agreement.**

What happens if I cannot provide a receipt because it was not available?

With the exception of meals per diem, receipts are required for all expenses claimed in your reimbursement request. If a vendor in the country of assignment does not provide receipts (for example, taxi cab services in the country might not have receipts), you will need to provide detailed justification for the expense, including information about the vendor and confirming in writing that they do not provide receipts. In such case, you can submit a travel log listing expense dates, trip purpose, and the trip cost. Contact GU/CIED to discuss specific questions regarding any missing receipts.

Do I need to provide daily exchange rates for my expenses?

Ideally, your expense reports should include **daily** exchange rates for each corresponding expense. Many Fellows include screenshots with their expense reports from websites such as www.oanda.com to confirm the amount in U.S. Dollars. If you do not, GU/CIED will calculate the exchange rates for each of your expenses before processing your expense reports.

I have received an email from Viewpost. Is this legitimate?

Georgetown University has contracted a third-party vendor called Viewpost for processing electronic payments, therefore your expense reimbursements may be processed by Viewpost. If Viewpost processes your reimbursement, they will send you a payment notification. If you have any questions about the notification, you can contact Viewpost via e-mail at support@viewpost.com or by phone at 1-888-248-9190.

Viewpost does not have any information regarding program related information about your payments such as breakdown of the amounts deposited or the status of your reimbursement requests. Contact



GU/CIED with any specific questions or concerns regarding your scheduled payments or reimbursements.

What else do I need to know about expense reports?

There are numerous “fine points” when it comes to expense reports. If you have any questions or you are not sure about something, contact GU/CIED. They will answer your questions and provide you with helpful examples and tips to make these reports easier for you.

Further information: Terms and Conditions of the Fellowship Agreement.

20. Taxes and Withholdings

Do I have to pay U.S. income tax?

Yes. For taxation purposes, you are considered a supplier or independent contractor. You are not employed by the U.S. government or GU/CIED. As such, you are providing a fee-for-service while on assignment. As these fees are taxable, payments received from GU/CIED will be reported both to you and to the IRS on Form 1099-NEC. These fees are called “non-employee compensation” and they are considered taxable income. Taxable income and benefits received from GU/CIED include:

- Stipend;
- Pre-departure and international travel expenses allowance; and
- Dependent’s allowance (if applicable).

You should consult your tax advisor or the IRS for guidance, as GU/CIED and DOS/ECA cannot provide any tax guidance. Filing and paying your taxes are solely your responsibility.

What about my withholdings?

You are responsible for all applicable withholdings such as, but not limited to, federal personal income tax, state personal income tax, Federal Unemployment Tax Act (FUTA), Old-Age, Survivors and Disability Insurance Program (OASDI), and Medicare.

Further information: Terms and Conditions of the Fellowship Agreement.

21. Renewal Policy

I would like to renew my fellowship. Is that possible?

It is, but it is not automatic. Typically, a Fellow serves only one 10-month fellowship.

How does the renewal process work?

PAS/RELO and the host institution(s) may decide they want to renew the project, and if so, they may consider you for renewal. If you are in good standing (i.e. in-country debts paid, any funds due to the program paid, all reports submitted, and your fellowship successfully completed as scheduled), and you would like to renew, you may be awarded a second fellowship in the country of assignment.

Your PAS/RELO and your host institution(s) must request your renewal. Occasionally, a Fellow may be reassigned to another host institution in the same country. Renewal/reassignment will only be approved



if DOS/ECA agrees to fund the project and selects you for that project again. All renewal and reassignment requests will be evaluated against any new requests for programs or sites, which are based on the priorities and needs of DOS/ECA.

Keep in mind that current and recent employees of the U.S. Department of State and the U.S. Agency for International Development and their family members are ineligible to participate in the English Language Fellow Program, so if your status has changed, you would not be eligible to renew (see elprograms.org/eligibility-restriction for more information).

How will I know if I have been renewed?

You will be informed of the decision by your PAS/RELO and not GU/CIED. GU/CIED cannot provide you with renewal confirmation until your PAS/RELO has done so first. Also, your renewal is not official until you have received an acceptance package from GU/CIED and it is contingent on the successful completion of your current fellowship.

What do I need to do after I have been informed I am being renewed?

You will be sent a new acceptance package by GU/CIED and you will need to complete the requirements outlined therein. Even though you are being renewed, each fellowship is considered completely separate, so you will need to complete the onboarding process again, including submitting a new HVF (and receiving medical clearance), and sign a new agreement.

Is my renewal contingent on anything?

Renewals are provisional, pending the following:

- Successful completion of your current fellowship as outlined in your agreement and any subsequent amendment(s);
- Submission of your final program report;
- Settlement of any debts due to the program and in your current country of assignment;
- Medical clearance of your new HVF; and
- Receipt of new visa (if applicable).

I have unused PAA from my first assignment. Can I carry this balance over to my next assignment?

No. Allowances cannot be carried over. You will receive all new allowances that will be detailed in your new agreement.

What about my return airline ticket? What should I do with it?

You should use it for your return travel at the end of your first assignment, as there is a break between assignments. You will receive new airline tickets as part of your second assignment.

I would prefer to remain in my country of assignment until my next fellowship begins. Is this possible?

Yes, but understand your status in the country of assignment will change in the interim period. You will stop being a Fellow and instead become an American citizen in-country. Any visa regulations or limitations imposed by the country of assignment due to this change in status are your responsibility to handle and not the U.S. Embassy's. Update your status in STEP and inform the U.S. Embassy's ACS of this change during the interim period.



Do I have any benefits during this interim period?

No. You do not receive a stipend or living allowance between the end of your first agreement and the start of your second. The ASPE health benefit plan will end on the last day of your first agreement period. You will be responsible for all expenses incurred during this time and will forfeit the return-trip ticket from your first assignment, if you do not choose to travel within 30 days from the end of your agreement.

22. Digital Citizenship: Social Media and Blogging

I have a blog or website. Are there any restrictions on what I post to it regarding and during my assignment?

No, but understand that U.S. freedom of speech guarantees may not be applicable in the country of assignment. Privacy settings, even if you enable them, may not work and your posts may be viewable by the authorities or even citizens of the country of assignment. Be aware of this when you are posting comments on blogs, websites, or other social media platforms. Be aware of any local sensitivities while in the country of assignment, and consider the reaction of local colleagues and authorities who may read your posts. Offensive posts could create tension and ultimately result in cancelation of your project and therefore your fellowship as well.

Also, as these will be your personal views and not those of the DOS during the time of your fellowship, post the following disclaimer on your personal blog or website for added clarity:

"This website is not an official U.S. Department of State website. The views and information presented are the English Language Fellow's own and do not represent the English Language Fellow Program or the U.S. Department of State."

23. Representing the English Language Fellow Program

I have been asked to make a presentation. How should I introduce and represent myself?

There may be times when you are asked to present, participate in a media event, or represent the English Language Fellow Program in another way during your assignment. You should present yourself as a Fellow of the English Language Fellow Program, a program funded by the U.S. Department of State. Remember you are not an employee of your host institution(s), DOS/ECA, or GU/CIED.

24. Materials Developed During Your Agreement Period

I have developed some materials and works while on assignment. Do I own the copyright?

All materials and works created, developed, or authored by you in association with your fellowship duties (Work Products) become the exclusive property of GU/CIED. These works will be considered "works made for hire" under U.S. copyright law. All Work Product is automatically placed in the public domain – making them available to anyone – including yourself. This means you can take this Work Product and publish it, and so can anyone else.



If, as a Fellow, you create materials or works not associated with your fellowship duties, these materials and works belong to you. However, if you adapt any of these materials or works to support your fellowship duties during your agreement period, that adapted product is considered Work Product, belongs to GU/CIED, and is placed in the public domain.

What if the materials I produced are not considered “works made for hire”?

If for any reason your materials (Work Products) are not considered “works made for hire,” you will still agree to assign, transfer and convey all present and future worldwide rights, titles, and interests to GU/CIED. This could include such things as copyrights, patents, trade secrets, mask works, trademarks, and other intellectual property rights. You also agree to execute and procure the documentation to do this (assignments, copyright registrations, etc.) or take any other actions that GU/CIED may request you to do to confirm and protect their rights to the Work Product. You also must ensure that any such obligations will continue after the end date of your agreement.

What does GU/CIED intend to do with these materials?

GU/CIED intends to make these materials (Work Products) freely available to all by placing the copyright in the public domain. This will make them available to anyone who wishes to use them for whatever purpose. If you want to use any of these materials, GU/CIED will grant you or anyone else who wishes to use them a royalty-free, fully transferable, non-exclusive, irrevocable, and unconditional license to use them. This license covers use in all territories worldwide:

- for the maximum duration provided by applicable law or treaty (including future time extensions);
- in any current or future medium and for any number of copies; and
- for any purpose whatsoever, including and without limitation commercial, advertising, or promotional purposes.

Further information: Definition of “works made for hire”: [U.S. copyright law](#) (17 U.S.C. §101) - pages 7-8 and Terms and Conditions of the Fellowship Agreement.

25. Dependents

Can I bring someone with me on my assignment?

Yes, dependents may join you for all or part of the fellowship period unless you are otherwise notified by the program.

What type of support do you offer for dependents?

DOS/ECA awards one-person fellowships and does not cover any expenses for dependents, including, but not limited to, travel, insurance, visa, medical expenses, housing, food, local transportation, and schooling. Additionally, the program does not offer any logistical support, schooling, or employment opportunities for dependents. All expenses and logistics for your dependents are your sole responsibility.

A monthly allowance of \$500 is provided for qualifying dependents to offset the cost of travel to and living with you in-country. If applicable, this allowance will be included on page one of your agreement. A qualifying dependent is defined as a spouse, partner, or relative (child, parent, or sibling) who spends at least five and up to ten continuous months of your agreement period in the country of assignment.



The dependent's allowance is calculated at \$500/month (for a minimum of five continuous months) for each month spent with you in the country of assignment. The allowance of \$500/month is the same whether you have one or more qualifying dependents.

Who does not qualify as a dependent for the purposes of the dependent's allowance?

The following dependents do not qualify for the dependent's allowance:

- Dependents who will be with you in the country of assignment for less than five continuous months.
- Dependents who you meet after your arrival to the country of assignment. (Only if your dependents have been in the country of assignment together with you from the start of the agreement period, and they will be there for at least five continuous months, are they considered qualifying dependents.)
- Dependents who are full-time employees of the U.S. government during the agreement period.

Will I need to repay this allowance if anything changes?

You must upload a copy of the purchased ticket(s) for dependent travel to [the Portal](#), confirming their arrival and departure dates in the country of assignment before the end of your agreement period, for at least one qualifying dependent. If applicable, your agreement will be amended and your next payment will be adjusted to reflect the actual amount of time the qualifying dependent is with you in the country of assignment. If you owe more than the amount of your next fellowship payment, you must refund that amount to the program.

My qualifying dependents are already in the country of assignment and therefore, I do not have a copy of purchased ticket(s) to upload to the Portal. What documentation should I provide to prove eligibility for the dependent's allowance?

You must upload - to [the Portal](#) - a PDF of an email from you (the Fellow) to GU/CIED, with a CC to your PAS and RELO, confirming the dates your dependents will be with you in the country of assignment.

How is the dependent's allowance calculated for partial months?

For qualifying dependents whose last month in the country of assignment will be a partial month, the last month of the dependent's allowance will be prorated based on the actual number of days spent in the country of assignment during that last month.

For example, if a dependent will be in the country of assignment for 6 months and 12 days of a 30-day month, the dependent's allowance will be calculated as follows:

6 months x \$500 = \$3,000

12 days x (\$500/30) = \$200

Total dependent's allowance = \$3,200

Am I required to submit any paperwork or documentation for my dependents?

You will be required to complete a dependents declaration on [the Portal](#), notifying the program of all dependents that will be with you in the country of assignment, and for any period of time.

Dependents are not required to complete or submit any additional paperwork (such as a HVF, agreement, or other materials). It is entirely your responsibility to determine if a visa or immunizations are required for them, and you should also inform the U.S. Embassy in the country of assignment that you will be bringing one or more dependents.



Can my dependents travel together with me to the country of assignment?

Review the international travel section of this Handbook.

What about minor(s)?

Review the international travel section of this Handbook. If you are traveling alone with a minor child, notarized permission to travel from the non-traveling parent or legal guardian, if applicable, must be obtained and uploaded to [the Portal](#), prior to the minor's travel.

Will my housing be sufficient to accommodate my dependents?

The program is only required to identify housing suitable for one person, but your host institution(s) and/or the U.S. Embassy may choose to help you locate housing to accommodate dependents. If larger housing cannot be located within the allocated living allowance, you must use your stipend or other personal funds to offset the cost of housing that will accommodate more persons than yourself.

Do dependents need to be U.S. citizens?

The program has no citizenship requirements for dependents. It is your responsibility to ensure any dependents have the correct visa and proper documentation to enter and exit the country of assignment. You must also make the U.S. Embassy in the country of assignment aware of the dependents' citizenship. In the event of an evacuation, the U.S. Department of State can only help with the evacuation of U.S. citizens. Also, your non-U.S. citizen dependents must keep their passports, U.S. visas, or U.S. residency status current (if applicable). U.S. Embassies are not authorized to issue visitor visas to non-U.S. citizen spouses, partners or relatives who accompany you, even in the event of an emergency or if you are evacuated.

My dependent is a lawful permanent resident (LPR) of the United States and will be traveling with me.

Can the program assist with their re-entry permit application?

The program does not provide any assistance with LPR paperwork for your dependent. It is your responsibility to ensure your LPR dependent has all the required documents needed to accompany you on your fellowship for ten months and to re-enter the U.S.

Who will assist my dependents in the event of an evacuation?

In the event of any evacuation (political, medical, natural disaster, etc.), you are responsible for making travel arrangements for any dependents, as well as for their travel costs. The program is not responsible for helping to evacuate dependents. You should contact the U.S. Embassy for guidance in getting dependents evacuated.

Further information: Terms and Conditions of the Fellowship Agreement.

26. Pets

Can my pet go with me on assignment?

It is strongly recommended that you do not bring any pet(s) to the country of assignment. There are many barriers to traveling internationally with an animal. There may be restrictions about pets entering the country of assignment, such as quarantine or an outright ban. It is also very difficult to arrange both transportation and accommodations for animals.



Could I get any information or assistance from the program if I decide to bring my pet with me?

No. If you decide to take your pet with you, the program will not help you with transportation, such as scheduling specific times or routes that would help accommodate the pet's travel. Your travel itinerary cannot be changed to coordinate with your pet's. If the schedule that the program coordinates for you is not acceptable due to your pet's travel, you will be responsible for planning, organizing, and paying for your own ticket, as well as that of your pet, to and/or from your assignment. In such cases, you will forfeit your ticket to and/or from your assignment.

In addition, when you arrive in the country of assignment, the U.S. Embassy will not help you find pet-friendly housing. All arrangements for your pet's travel and housing are your responsibility and at your expense. Additional expenses may include, but are not limited to, quarantine, documentation fees, pet care, and vet bills. All additional expenses are entirely your responsibility.

27. COVID-19 Information for English Language Fellows

Is there any COVID-19 related information I should keep in mind?

Reference "[COVID-19 Information for English Language Fellows](#)," which summarizes important program policies related to in-country projects during the COVID-19 pandemic. Contact your PAS/RELO or GU/CIED with any questions.

Further information: Terms and Conditions of the Fellowship Agreement, as well the following resources: [Country-specific COVID-19 information](#), including availability of testing; CDC's [Travel page](#), U.S. Department of State's [Travel Advisories page](#) and [COVID FAQs search tool](#).