



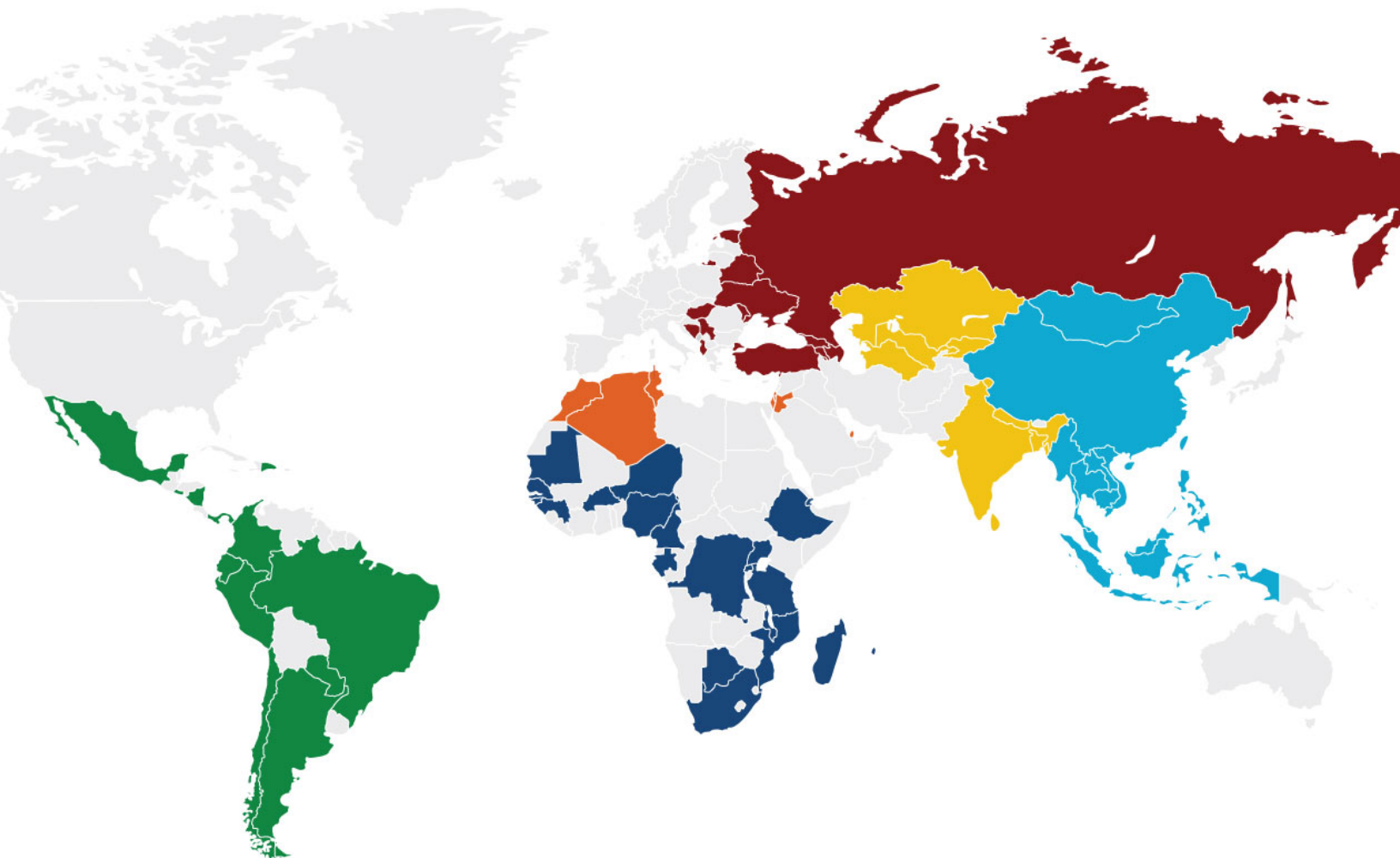
U.S. DEPARTMENT OF STATE

ENGLISH
LANGUAGE
PROGRAMS

*The World is
Your Classroom*

English Language Fellow Program

Policy Handbook



F *Fellow*

www.elprograms.org



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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/Academic Exchanges/Office of English Language Programs
- FAA Fly America Act
- GU/CIED Georgetown University, Center for Intercultural Education and Development
- PAA Program Activities Allowance
- PAO Public Affairs Officer
- PAS Public Affairs Section
- PDO Pre-Departure Orientation
- RELO Regional English Language Officer
- RSO Regional Security Officer
- STEP Smart Traveler Enrollment Program

Who to Contact at GU/CIED:

GU/CIED Regional Email Accounts	
Region	Coordinator 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 (CIED) at Georgetown University (GU).

The English Language Fellow 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 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 ECA's transformational public diplomacy mission.

Depending on the nature of their host institution, English Language 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 English Language Fellow 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.

U.S. Department of State (DOS) - ECA / Office of English Language Programs	US Embassies - PAS/RELO	Host Institution(s)
<ul style="list-style-type: none"> • Sets and monitors program policies • Notifies PAS/RELO which projects have been selected • Monitors projects, Fellows, and program activities • Communicates and works with PAS/RELO and GU/CIED to resolve Fellow issues • Approves 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 to DOS for approval • Determines the duties of fellowship, with host institution(s) • Works with host institution(s) to determine 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 and sets meal per-diem daily maximum amounts • 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 • 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 determine adequate housing • Approves time away during fellowship

Georgetown University (GU) - Center for Intercultural Education and Development (CIED)
<ul style="list-style-type: none"> • Issues fellowship acceptance package and processes fellowship agreement • Makes arrangements for Fellow attendance at the pre-departure orientation • Coordinates travel to/from the pre-departure orientation and coordinates travel to/from the country of assignment • Receives health verification form (HVF) and notifies Fellow of clearance status • Enrolls Fellow in ASPE once HVF is cleared and the fellowship agreement is signed • Issues fellowship payments and processes expense reports • Facilitates Fellow participation in online Community of Practice (COP) • Answers any 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 fellowship 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 fellowship agreement, and together they represent the full terms and conditions of the fellowship agreement. You should always refer to both documents when referencing program policy.

1. Employment Policy

What is my employment status while on assignment?

You are not employed by the U.S. Government, Georgetown University/Center for Intercultural Education and Development (GU/CIED), or any agency or government of your 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 the fellowship agreement and cannot expect any additional compensation or benefits, except what is detailed and explained within your fellowship agreement.

Further information: Terms and Conditions of the Fellowship 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 fellowship agreement such as your fellowship dates, your country of assignment, your host institution, 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 U.S. Embassy or Regional English Language Officer (RELO) overseeing your fellowship, or from your host institution. GU/CIED is not in a position to provide any evaluative comments related to your fellowship.

Does my fellowship qualify me for federal student loan forgiveness?

No. The English Language Fellow Program does not qualify you for any student loan forgiveness programs.

2. Pre-Departure Orientation (PDO)

You will attend two orientations as a Fellow. Before you depart for your country of assignment, you will attend the pre-departure orientation (PDO) in Washington, D.C. Once you reach your country of assignment, you will attend a post-arrival orientation at the U.S. Embassy. (See Section 5: Post-Arrival Orientation)

Is the pre-departure orientation mandatory?

Yes, the pre-departure orientation is mandatory, unless you are a renewing Fellow who attended the PDO in Washington, D.C. in the previous year.



When does the pre-departure orientation take place and how do I get there?

The PDO takes place each summer in Washington, D.C. These dates change from year to year and are provided in your acceptance package. Once you receive your acceptance package, you will fill out the travel request form so that the program can arrange your travel. Do not purchase your own ticket. Upon receipt of your travel request form, GU/CIED staff will work with the designated travel agent to prepare a flight itinerary for you.

What if I cannot attend the pre-departure orientation?

Only under extenuating circumstances can a Fellow be excused from attending the PDO. If an emergency occurs and you are unable to attend, you must contact GU/CIED immediately.

If you have already received your ticket, but then find you cannot attend due to unforeseen circumstances, you will need to refund the cost of the ticket and any cancellation fees to the program.

What if I am chosen for a project after the PDO has already taken place?

If you are chosen for the program after the summer PDO, you are required to take part in a virtual pre-departure orientation (recorded webinars and online materials that review fellowship policies, documents, and resources) prior to departure to your country of assignment. After watching and reading all orientation materials (available on the Community of Practice), GU/CIED and ECA will coordinate a pre-departure phone-call with you to address any remaining items.

Further information: Terms and Conditions of the Fellowship Agreement.

Do I have to pay to attend the pre-departure orientation?

You will receive an economy round-trip airline or train ticket to Washington, D.C. If you travel by private or rental (must be economy class) car, you will be reimbursed for allowed expenses up to the amount determined by the program, based on cost comparison to a flight schedule available on your routing and PDO dates, as applicable.

Accommodation and some meals are also provided. In addition, you will receive an allowance to help cover the costs of local ground transportation, baggage fees, remaining meals, snacks, and incidentals.

Instructions about submitting expense reports for any allowed reimbursements are provided in this Handbook, as well as at the PDO. All necessary expense report forms are available on the [COP](#) in the Documents section of your Fellow Admin Group.

3. Community of Practice (COP)

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

The COP was created in 2014 as a virtual meeting space for all participants and alumni of the English Language Programs. It is intended to be a place for Fellows to:

- access and download program administrative documents such as expense report templates, participant consent forms, PDO instructions and information, etc. (these can always be found in your Fellow Admin Group under “Group Documents”);
- 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 Fellows, GU/CIED program coordinators, and ECA regional program officers through discussions and COP messaging;
- read monthly spotlight articles about current Featured Fellows and Fellow Alumni;
- 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.

During your fellowship, feel free to use resources posted, share your own, and participate in discussions, blogs, and galleries. Regular announcements from GU/CIED and ECA program staff will help you stay updated.

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 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.

Open educational resources 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](#) in your Fellow Admin group documents. This list includes teaching and learning materials, video clips, photo resources, and sound clips.

4. Health Benefits

Will I receive health insurance coverage during my fellowship?

The English Language Fellow Program provides a self-funded, limited health care benefit plan called Accident and Sickness Program for Exchanges (ASPE) for the duration of your agreement period, while you are in your country of assignment. ASPE does not provide comprehensive insurance coverage, and it does not cover medical services received for pre-existing conditions through November 14, 2019, or personal travel outside of your country of assignment.

ASPE is intended only to serve as supplemental coverage while in your country of assignment during your fellowship agreement period or while traveling to other countries to conduct English language activities when such activities are approved ahead of time by your PAS/RELO. In such cases, you must notify GU/CIED of this, so that your ASPE record can be updated with your travel dates and other country information.

You can review comprehensive information about your ASPE coverage [here](#).

It is strongly recommended, but not required, that you have or purchase comprehensive health insurance with international coverage during your fellowship.

What happens if 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 any provider to advise one another regarding your policy. It is your responsibility to know if you are covered in your country of assignment by any health care plans that you have.

How can I access my ASPE benefits?

Once your Health Verification Form (HVF) is cleared and you have signed your fellowship agreement, GU/CIED will enroll you 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 is designed to allow secure access to your benefit plan 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 ASPE administrator, Seven Corners, view eligibility dates, etc. This is where you can also download and print your ASPE ID card before you depart for your fellowship or at any time during your fellowship, should you lose your card.

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

How do I contact ASPE?

There are many ways you can contact ASPE. You can always do so through MyPlan portal. You can also reach ASPE customer service by phone, email, or mail as follows:

Customer Service:

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

What is ASPE contingent on?

Your participation in the program and your ASPE coverage are contingent on medical clearance of your 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 before you arrive in your country of assignment, you must submit a new HVF to be reviewed by the program's medical examiner. Any subsequent HVF must be medically cleared in order for you to participate in the program.

At any time, if any of the HVF information is found to be substantially inaccurate or incomplete, it may be grounds for termination, as outlined in section 16, below.

Further information: Terms and Conditions of the Fellowship Agreement.



5. Post-Arrival Orientation

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

Yes. The local U.S. Embassy provides an orientation for you to your 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 assignment.

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

Certain types of temporary accommodation, meals and other expenses incurred during your post-arrival orientation are reimbursed by the program through your Program Activities Allowance (PAA). If you are living outside the capital city where the U.S. Embassy is located and you need to travel to the capital for this orientation, this travel is also eligible for reimbursement through your PAA. Your daily meal expenses must remain within the expense limits established by the program and as posted on the [COP](#), in the Documents section of your Fellow Admin Group. Your lodging expenses must remain within the expense limits of the [U.S. government travel regulations](#) and in accordance with your PAA budget as approved by your Public Affairs Section (PAS) or your Regional English Language Officer (RELO). Detailed instructions about completing expense reports are provided in this Handbook, at the PDO and are also available on the [COP](#) in the Documents section of your Fellow Admin Group.

How do I get reimbursed?

You will have to submit an expense report to GU/CIED no later than 60 days after you arrive in your country of assignment and either provide original receipts or their scans for all expenses, except for meals. For all meals, you must stay within the daily limits established by the program. These limits are posted on the [COP](#), in the Documents section of your Fellow Admin Group. For your lodging, you must remain within the limits of the [U.S. government travel regulations](#).

If you choose to send in your expense report with original receipts instead of the report scan, make sure to photocopy the expense report. If the original expense report gets lost in the mail, GU/CIED will not be able to reimburse you without receiving its copy. Note that it may take four to six weeks for the report to arrive by mail.

Expenses incurred during your post-arrival orientation must be approved by your PAS/RELO and budgeted within your PAA ceiling, as indicated on page 1 of your fellowship agreement. It is always your responsibility to ensure you do not exceed your PAA ceiling.

Further information: Section 19 of this Handbook, as well as the Terms and Conditions of the Fellowship Agreement.

6. Safety and Security

Who should I contact regarding safety concerns?

Before you leave for your country of assignment, you should 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 your country of assignment and allow the 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). Each Embassy and Consulate also has American Citizen



Services (ACS) which, in addition to security warnings, offer certain services such as passport renewal, notary services, etc. You can ask about their available services and get access to important phone numbers during your post-arrival orientation.

If there is a RELO at the U.S. Embassy, he/she should be your primary point of contact. Otherwise, you will report to the Public Affairs Officer (PAO) or the Cultural Affairs Officer (CAO). You must keep PAS/RELO and GU/CIED closely informed as to any and all security concerns regarding your well-being.

Keep relevant contact information (email and local phone) for all U.S. Embassy officials referenced in the paragraph above handy at all times. You should do the same for your primary contact point person at your host institution.

An emergency contact card template (see below) is available on the [COP](#) in the Documents section of your Fellow Admin Group, which you should use to keep emergency information on you at all times in the event of an urgent situation. Having multiple copies and adding information in a local language is highly recommended.

Name: Super Fellow	Date of Birth (DOB): X/XX/XX	Blood Type: X
Allergies: None	Medications: Meds	Citizenship: USA
Exchange Program: English Language Fellow Program		
IN CASE OF EMERGENCY, CALL		
1. Local Emergency Contact Name, phone number and email		
2. PAS/RELO name, phone number and email		
3. U.S. Embassy: 9999999999		
REFERENCE TELEPHONE NUMBERS		
Emergency Services: 999	Hospital: 9999999999	
Fire: 999	Ambulance: 999	
Police: 999		
GU/CIED Emergency #: +1 800-806-1726		
ASPE Toll free: +1-800-461-0430		
ASPE Collect Outside US: +1-317-818-2867		
ASPE ID #: 9999999999		
U.S. Embassy: 9999999999		

What happens in case of emergency?

In the case of an **emergency during your fellowship**, contact both your host institution and your PAS/RELO. If you contact them by email, cc your GU/CIED program coordinator.

If you are unable to reach anyone at your host institution or your PAS/RELO, or if you encounter an emergency en-route to your fellowship, contact GU/CIED:

- During normal business hours of 8:30am to 5pm EST, contact your GU/CIED program coordinator.
- Outside of normal business hours and on weekends, email elf@georgetown.edu or call +1 800-806-1726. If you are directed to voice mail, leave detailed information about who you are, where you are, how you can be reached, and the nature of the emergency.



7. Duration of Fellowship Agreement

How long is my assignment?

Your fellowship agreement period is stated on page 1 of your fellowship agreement.

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

If you delay your arrival in your country of assignment due to personal reasons, your fellowship agreement period may be amended to fulfill the duration of the original fellowship agreement period, as determined by DOS/ECA and PAS/RELO.

Do I get any breaks while on assignment?

See Section 13: Leave, Absences, and Extensions.

What if I leave my assignment early?

You are expected to stay on your assignment and carry out your duties until the end date specified in your fellowship agreement. If you leave five days or less before your assigned departure time, you must have written permission from your host institution, PAS, and RELO, or it will be grounds for early termination. If you leave more than five days before your end date, you will be considered to have left your assignment early and your fellowship agreement will be terminated. (See Section 13: Leave, Absences, and Extensions; Section 15: Consequences of Early Departure.)

Further information: Terms and Conditions of the Fellowship Agreement.

8. Housing

How do I find accommodation while on assignment?

Your host institution may be responsible for providing housing or helping you secure housing. In other cases, the hosting U.S. Embassy may provide assistance. If you arrive and there are various options for housing, you may be given interim housing 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 your housing to your PAS/RELO or your host institution.

Further information: Terms and Conditions of the Fellowship Agreement.

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.

Will my living allowance cover all the expenses related to my housing?

As part of your living allowance you will receive funds to cover housing and utility costs. The living allowance reflects the standard of living in the country of assignment for one person and is not intended to cover the costs of laundry, entertainment, clothing, or other personal expenses.



It is your responsibility to ensure that the cost of housing and utilities suggested by the host institution or U.S. Embassy fall within the allotted amounts in the living allowance. You should consult the Embassy if you feel the living allowance is insufficient based on the criteria outlined above.

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. The housing portion of your living allowance, if provided by GU/CIED, and your next payment, will be adjusted accordingly to reflect the actual costs of your housing.

Further information: Terms and Conditions of the Fellowship Agreement.

What if I want to move during my assignment?

You may be able to do so, but for security reasons, you may not move without the advance, written approval of the local U.S. Embassy. The Embassy will then notify the host institution, 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 early termination of your fellowship.

The U.S. Embassy or your host institution 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.

Further information: Terms and Conditions of the Fellowship Agreement.

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.

Further information: Terms and Conditions of the Fellowship Agreement.

9. Professional Development and Additional Activities

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

Yes, but only with advance, written approval of your PAS and RELO. This can include professional development opportunities. However, these visits cannot conflict with your other 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 or RELO, funds will often be provided or you can request to use 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 your country of assignment.

10. Remuneration from Other Sources

Can I undertake other work, either paid or unpaid, while I am on assignment?

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 your 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.

Further information: Terms and Conditions of the Fellowship Agreement.

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.

11. In-Country Expenses

Who pays for my living expenses while on assignment?

You are responsible for paying all expenses and debts in full for yourself and any accompanying persons or dependents who may come with you on assignment. These include rent, utilities, food, and local transportation. Your living allowance should cover all of your individual costs to live in your country of assignment. 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 your country of assignment.

Further information: Terms and Conditions of the Fellowship Agreement.

12. 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-MISC in Box 7. 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 allowance;
- D.C. pre-departure orientation travel cost (if applicable); and
- Dependent’s allowance (if applicable).

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

Further information: Terms and Conditions of the Fellowship Agreement.

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.

13. Leave, Absences, and Extensions

Do I get any breaks while on assignment?

If there are times when all academic activities at your host institution are on break 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, PAS, and RELO. This approval is required whether you plan to spend your leave time in your country of assignment or travel to another country. Your PAS or 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
- 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 and RELO when asked to take on related duties during an academic break.

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

You must promptly notify your host institution, 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 your country of assignment.

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

In case of your absence for personal circumstances of any kind, your stipend will be reduced by the number of days spent outside of your country of assignment and your ASPE benefit coverage will be suspended for the duration of your absence. Your living allowance payments will continue, as you are



still responsible for these expenses (rent, utilities, etc.) while outside your country of assignment but it is not to be used for expenses outside your country of assignment.

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 Section 14: Evacuation from the Country of Assignment. If you wish to return to your home base to take care of a medical condition, you must promptly notify your host institution, PAS, RELO, and GU/CIED. PAS/RELO will determine if your fellowship can be continued or if it should be cancelled, resulting in termination of your fellowship agreement.

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

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

Do I still have to pay for my local living expenses while I am not in my country of assignment?

Yes. You still have to pay your living expenses (rent, utilities, etc.) in your 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 your 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, PAS, and 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 your country of assignment, you may need an exit or re-entry visa. These are your personal responsibility to obtain and pay for. Furthermore, the ASPE health plan does not cover you when you travel on personal leave out of your country of assignment.

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

You can, with the approval of your host institution, PAS, and RELO, but you will have to pay for any expenses outside of the planned event and its activities. So, 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, your ASPE benefit coverage will be suspended during that time.

Further information: Terms and Conditions of the Fellowship Agreement.

What if I would like to leave my host city for personal travel?

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

14. Evacuation from the Country of Assignment

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, and terrorist attacks. While living abroad, you should always be



prepared to depart a country quickly, if necessary. As health care quality differs in countries, you may also need to evacuate to properly address medical issues that develop while in your country of assignment.

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 accompanying persons or dependents in the case of an emergency:

- Create an emergency plan with PAS/RELO during your post-arrival orientation.
- Obtain and carry with you at all times phone/cell numbers of multiple contacts such as, but not limited to, PAS, Post One, RSO, RELO, ASPE administrator (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.
- Before you leave for your country of assignment, register with STEP ([Smart Traveler Enrollment Program](#)).
- On your arrival, visit 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 accompanying persons or 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 have a hiding place in your apartment 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 apartment for this alternate safe place before you can travel to the U.S. Embassy on your own.

1. Political Evacuation

How will I know if there is a political evacuation in my country of assignment?

There are two types of DOS evacuation: ordered and authorized voluntary. When either of these occur, GU/CIED and the U.S. Embassy in your country of assignment will work with you to ensure your timely departure.



How will I be evacuated if it is ordered?

There are different kinds of evacuations, depending on the circumstances.

You may be evacuated to a different city in your 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 ECA/DOS. You might stay there until the evacuation order is lifted, until you are re-assigned to another country, or until the fellowship 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 the fellowship agreement is terminated. You would receive no additional living allowance while at your home base.

What about my dependents or others staying with me?

You are responsible for making and paying for their travel arrangements (including pets), although you can consult with the PAS/RELO and/or the Consular Section of your local 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.

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 fellowship agreement may be terminated by GU/CIED. GU/CIED will consult with ECA/DOS before this is done. 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 the advice they provide.

My host city is unsafe but the capital is still safe. What should I do?

If there is a natural disaster or violence in your host city, but the danger is only regional, your PAS/RELO may evacuate you to the capital city if it remains safe. In this case, with the approval of ECA/DOS, GU/CIED may pay for your travel expenses and some living expenses while you are in the capital, if your host city is deemed unsafe.

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 your country of assignment while an evacuation order has been issued, it will be at your own risk and expense. Your fellowship agreement will be immediately terminated, you will forfeit your return ticket, and all conditions of termination will apply. You will be then considered to be a private U.S. citizen abroad. You should change your status in STEP and inform the U.S. Embassy's ACS of your decision and change in status.



What do I do if the evacuation is authorized voluntary?

If the evacuation is voluntary, you do not have to leave your country of assignment immediately. However, you should remain in close contact with your PAS/RELO for advice, guidance, and updates on the situation.

If you decide to leave your country of assignment, you need to inform your PAS/RELO and GU/CIED immediately. Your PAS/RELO and ECA/DOS will then work with GU/CIED to terminate your fellowship agreement and if possible provide you with a direct route, economy class airline ticket to your home base.

If no PAS staff remains in your country of assignment to provide support and guidance, the situation will be treated like an ordered evacuation.

Further information: Terms and Conditions of the Fellowship Agreement.

2. Medical Evacuation

What happens if I have an accident or I become too ill to stay on assignment?

You must inform your PAS and RELO if you seek emergency medical attention for any reason.

In the past some 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.

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 your country of assignment is identify a key contact person who can liaise with your insurance company or with Seven Corners (ASPE's health benefits 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. 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. Add contact information for your emergency contacts on your preliminary report. You should also include information for your medical advocate located outside of your country of assignment.

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 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. Seven Corners will confer with ECA about the need for evacuation.

Keep PAS/RELO and GU/CIED informed throughout.

How do I contact Seven Corners/ASPE for pre-approval?

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



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 travel services arranged without pre-approval from Seven Corners/ASPE will not be covered.

Will I always be evacuated to the U.S.?

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

Can I return to my fellowship after a medical evacuation?

Your fellowship is contingent upon having PAS/RELO approval and being covered by the ASPE health benefit plan. If following your evacuation, ASPE terminates your coverage, you cannot return to your country of assignment unless your ASPE health plan is reinstated. If your ASPE health plan is not reinstated, your fellowship agreement will be terminated. Also, if your PAS/RELO does not approve your return to the country of assignment, your fellowship agreement will be terminated.

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

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

15. Consequences of Early Departure

Can I leave my assignment before the end date of my fellowship agreement?

You are contracted to complete your full fellowship agreement period, as stated in your fellowship agreement. If you need to or choose to leave early for any reason, you must notify GU/CIED as well as your PAS and RELO in writing regarding the last day that you will perform your fellowship duties; your agreement will be terminated from that time.

If I leave early, what happens to my benefits such as stipend, living allowance, and dependent’s allowance?

If you leave more than five days before your stated end date, your fellowship agreement will be terminated, and all the conditions of termination will apply. See Section 16: Termination.

What if I leave within five days before the end date of my fellowship agreement?

There is a five-day grace period, but it is allowed only if you first obtain approval from your host institution, your PAS, and RELO. If you leave one day early without approval, this would be considered early termination, and all the conditions of termination will apply. See Section 16: Termination.

It is important for you to know that just because your host institution’s academic year ends, your duties may not. You may be asked to take on other duties until the end of your fellowship agreement period.



16. Termination

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

No. Neither GU/CIED nor ECA/DOS 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.

Further information: Terms and Conditions of the Fellowship Agreement.

Is the implementation of my fellowship contingent on anything?

Yes. Implementation of your fellowship is contingent upon:

- your medical clearance;
- submission of all the required program documents;
- your ability to obtain a U.S. passport and any necessary visa(s) that your country of assignment requires; and
- appropriate conditions that exist prior to and during your fellowship in your country of assignment; “appropriate conditions” typically refer to issues around political, social, and economic stability in the region and they are determined by your PAS/RELO in consultation with ECA/DOS.

Further information: Terms and Conditions of the Fellowship Agreement.

What if things beyond my control end my assignment?

If there are conditions beyond your control in your country of assignment, you may be re-assigned to another host institution in the same country or possibly even assigned to a new country. ECA/DOS is in charge of these re-assignments. Because other countries of assignment may have different standards of living, your living allowance may change if you are re-assigned. If re-assignment is not possible, your fellowship agreement will be terminated, and all conditions outlined in this section will apply. If you have not yet left for your assignment, and no appropriate re-assignment can be arranged, the fellowship agreement may be terminated before you leave.

Do I have to accept a re-assignment?

No, but you will lose any pro-rated portion of your stipend and living allowance paid in advance of duties performed. It is either deducted from your future payments or you must refund any excess payments to the program within 30 days of the end of your program. If a re-assignment is offered before you leave on assignment, and you refuse it, your fellowship agreement will terminate before you leave.

Further information: Terms and Conditions of the Fellowship Agreement.

What if my host institution or PAS/RELO terminates my assigned project?

There are times when your PAS/RELO or the host institution may terminate the project to which you are assigned, either while you are there or before you leave. In either case, this will terminate your fellowship agreement. Your PAS/RELO may try to find you another project at another institution in your country of assignment. If this is not approved, or you choose not to accept it, your fellowship agreement will be terminated, and all conditions outlined in this section will apply.

Further information: Terms and Conditions of the Fellowship Agreement.



What if I have to leave my assignment because of a health issue?

If you must leave your assignment due to an illness or accident, you must notify PAS, RELO, the host institution, and GU/CIED as soon as possible. At that point, your fellowship will be cancelled, resulting in termination of your fellowship agreement.

What happens if I decide to leave my assignment for personal reasons?

If you decide to leave your assignment for personal reasons, your fellowship agreement is terminated and all conditions outlined in this section will apply. Inform your host institution, PAS, RELO, and GU/CIED of your decision before you leave your country of assignment. GU/CIED arranges your return airfare and issues you an official termination letter electronically.

Can I keep the ASPE coverage until I return to the US?

No, if your fellowship agreement is terminated, ASPE coverage is canceled on the day of termination.

Are there any other reasons an assignment might be terminated?

Yes. Your PAS or RELO can direct GU/CIED to terminate your fellowship agreement at any time during your fellowship agreement period or prior to your departure. Here are some reasons why a termination might occur:

- If your fellowship fails to achieve the goals of the program.
- If your project is terminated by your host institution or your PAS/RELO.
- If you abandon your duties before the end of your fellowship agreement.
- If you move from your housing without the advance, written approval of your PAS/RELO.
- If you take personal leave time without prior written approval from your PAS/RELO.
- If you are not performing your duties in a satisfactory manner.
- If you are unable to perform your duties for personal or medical reasons.
- If you breach professional ethics.
- If you break the law(s) of either your country of assignment or the U.S.
- If you violate any rule or policy of your host institution.
- If you fail to observe the social norms of your country of assignment.
- If you do not communicate in a timely manner with GU/CIED or PAS/RELO when requested.
- If you refuse to follow directions or guidance from PAS/RELO.
- If you engage in any act likely to give offense to the U.S. or the country of assignment that is contrary to the spirit of mutual understanding.
- If you engage in unauthorized income-producing opportunities.
- If you misrepresent yourself in any way on your fellowship application.
- If your behavior or conduct brings ECA/DOS, PAS/RELO, GU/CIED, and/or the host institution(s) into disrepute.
- If you put yourself or others in danger or inappropriate situations.
- If information on your Health Verification Form (HVF) is found to be inaccurate or incomplete.
- If you have not received medical clearance, following any change in your medical condition after your original HVF has been medically cleared.
- If your ASPE coverage has been canceled.
- If your visa documents have expired, have been canceled or revoked.
- If you fail to comply with the fellowship agreement you signed and the attached terms and conditions.
- If there are unforeseen acts of war or natural disasters in your country of assignment.

Further information: Terms and Conditions of the Fellowship Agreement.



How will I know I have been officially terminated?

GU/CIED sends you an official termination letter via email. This letter provides the date on which the fellowship agreement was terminated (in other words, it amends your fellowship 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 refund to the program.

Will I receive the rest of my stipend and living allowance?

When your fellowship agreement is terminated, GU/CIED will review all payments made to you up to your termination date. The total amount of your stipend, living allowance, and dependent’s allowance, if applicable, will be reduced by a prorated amount, calculated by number of days stated in the amended fellowship agreement period and final accounting of the stipend, living allowance, and dependent’s allowance, if applicable, will be adjusted to reflect the amended fellowship agreement period.

If, as a result of this recalculation, you owe the program money, having received advance payment for days outside of the amended fellowship agreement period, this owed amount must be refunded to the program within 30 days of the termination date. The program must receive your refund no later than December 15 of the same tax year in order for it to be reflected on your 1099-MISC. Your 1099-MISC will not be adjusted for refunds made after December 15 and in the subsequent tax years.

If, as a result of this recalculation, the program owes you money, a final payment of the pro-rated amount will be made to your bank account.

What other conditions should I be aware of if my fellowship agreement is terminated?

- You shall cease performing your duties as of the date stated in your fellowship agreement termination letter.
- The duration of the ASPE health benefit plan will be amended so that it is the same as the amended fellowship agreement period.
- You are responsible for making and covering travel arrangements for any accompanying person, dependent, and/or pet.
- You will be liable for all debts you may have accumulated while in your country of assignment.
- You must submit within 30 days of termination expense reports to claim any reimbursement for approved PAA expenses.

17. Remaining in Country after Fellowship Agreement Ends or is Terminated

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

Yes, if you meet all of the visa requirements of your country of assignment, which is your responsibility to ensure. You must also abide by any limitations imposed by your country of assignment and you should 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 your country of assignment or another country for more than 30 days after the end date of your fellowship 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 fellowship agreement has been terminated but I want to remain in my country of assignment. Is this possible?**

If your fellowship agreement is terminated, you must leave your country of assignment within five days of the end date of your amended fellowship agreement period, unless otherwise specified by PAS/RELO. If your departure and travel does not take place within five days or other period of time established by PAS/RELO, 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.

18. Travel Arrangements**Who arranges my travel?**

GU/CIED coordinates your travel to the pre-departure orientation and to and from your country of assignment. Your airline tickets are arranged by a travel agency designated by GU/CIED, which issues your tickets. With rare exceptions, you will receive an e-ticket via email for your confirmed travel bookings.

If you book your travel to the pre-departure orientation, or your travel to or from your country of assignment directly, you will not be reimbursed for the costs.

In booking your travel, the program must adhere to the Fly America Act (FAA), 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.

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.

How do I receive reimbursement for travel booked using the Program Activities Allowance?

See Section 20: Reporting Requirements.

What is a travel request form and why do I need one?

There are three travel request forms. Two are filled out by the Fellow and one is filled out by the U.S. Embassy in your country of assignment:

- **Departure travel form.** You will receive this form in your acceptance package. GU/CIED uses information in this form to book your travel to both the pre-departure orientation and your outbound travel to your country of assignment. It is used in coordination with the post travel request form, which is prepared by the U.S. Embassy.
- **Post travel request.** This form is sent by GU/CIED to the local U.S. Embassy (also known as “Post”) and is completed by the U.S. Embassy once a Fellow is selected. This form gives GU/CIED important in-country arrival information and is required to book your outbound travel to your country of assignment.
- **Return travel request form.** This form is used to arrange your return travel at the end of your fellowship. The form is posted on the [COP](#) and must be completed no sooner than 60 days and no later than 30 days before the end date of your fellowship agreement.



Do I get to approve my airline tickets before they are issued?

For tickets and travel arranged by GU/CIED, your GU/CIED program coordinator will email you a complete itinerary for your review. Before tickets are issued, GU/CIED requires approval from you, as well as your PAS/RELO, for all itineraries.

The program will make reasonable efforts to accommodate special itinerary requests, within FAA 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 if my plans change after I receive my ticket?

You will be able to change your flights, but you will be responsible for paying for any change fees and/or price differences resulting from the change. Contact the airline directly to make any changes. Any changes you make to the ticket must be FAA compliant.

If the change is required because of a fellowship-related issue, then you will not have to pay for any changes.

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 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 a disability and 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 your GU/CIED program coordinator to discuss what options are available.

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

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

Travel to the Pre-Departure Orientation

How do I get to the pre-departure orientation in Washington, D.C.?

You can fly, take the train, or travel by car. For flights, the program will provide you with a round-trip economy class ticket. If you prefer to travel by train, let GU/CIED know and they will arrange a coach class ticket for you. Do not book your own flight or train tickets. You will not be reimbursed for those expenses.

The program will provide tickets to and from Washington, D.C. on the most direct route. There are no exceptions to this policy.

If you travel by private or rental (must be economy class) car, you will be reimbursed for allowed expenses up to the amount determined by the program, based on cost comparison to a flight schedule available on your routing and PDO dates, as applicable.

**When will I receive my tickets to PDO?**

Depending on when you submit your travel form, you can expect to receive your e-tickets in mid-summer, two to six weeks from the start of the PDO. The program will not book your ticket until you have provided confirmation and approval of your itinerary, via email.

Can I request different travel arrangements to the PDO?

The program can accommodate early arrival and/or departure requests up to 14 days on each end of the official PDO travel dates. For such accommodations, the travel agent will price out two economy class round-trip tickets: one with your requested dates to/from Washington, D.C. and one to/from Washington, D.C. on the official PDO travel dates. If applicable, you must pay the difference for your preferred itinerary either via ACH payment or via check made out to "Georgetown University". 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 next fellowship payment. If you decide not to pay the additional fees, you will be issued a direct-route, economy ticket, on the dates of the PDO instead.

See ***Payment to GU/CIED for Additional Travel Fees and Costs*** below for more information.

Will I have time while in Washington, D.C., to obtain a visa for my country of assignment?

The agenda for the PDO is very full, but if you need to visit the embassy of your country of assignment regarding visa needs, there may be some time on the first day of the PDO, usually a Monday, and on the day of your departure, usually a Friday. If you plan to visit the embassy on your departure day, be sure to inform GU/CIED so your itinerary can be arranged accordingly. Whenever possible, you should make visa arrangements prior to the PDO. Contact the U.S. Embassy in your country of assignment for further guidance.

Will I have to pay any baggage fees?

Possibly. Check with the airline about their baggage policy once your ticket has been issued. Neither GU/CIED nor the travel agent is able to advise you on this. In your first fellowship payment, you receive a D.C. pre-departure orientation travel cost allowance. This amount is intended, in part, to help defray baggage costs, but it may not cover all of those costs, in which case you are responsible for excess or additional baggage fees.

Further information: Terms and Conditions of the Fellowship Agreement.

International Travel to and from the Country of Assignment**How do I get to my country of assignment?**

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

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

You must ensure certain documents and payments are in place before your outbound airline ticket is issued. Use your Fellow checklist to be sure you are on track, in particular regarding:

- health verification form and medical clearance;
- signed fellowship agreement, including terms and conditions;
- your completed travel request form;
- post-travel request form (sent to GU/CIED by the U.S. Embassy);



- notarized letter of permission for minor child(ren) to travel with you (if applicable);
- first fellowship payment; and
- required visa(s) (if applicable).

You must also have completed your pre-departure orientation, as applicable.

Can I request to travel early to my country of assignment?

The program can accommodate early departure requests up to 30 days before the start of your fellowship, pending ECA and PAS/RELO approval. 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 start of your fellowship. If applicable, you must pay the difference for your preferred itinerary either via ACH payment or via check made out to “Georgetown University”. 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 next fellowship payment.

See *Payment to GU/CIED for Additional Travel Fees and Costs* below for more information.

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 the U.S. for your country of assignment. Once you have safely entered your country of assignment, this return ticket will be canceled.

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

No, not unless it is permitted by applicable law and regulation. This includes, but is not limited to, the Fly America Act. You must travel on the tickets provided for you by the program.

I received my visa. What should I do now?

You need to inform GU/CIED as soon as you receive your visa. If you do not require a visa to travel to your country of assignment, inform GU/CIED of this.

How do I pay for oversized baggage or extra bags?

In your first fellowship payment, you will receive pre-departure allowance to off-set pre-departure expenses such as, but not limited to, visas, medical examination, vaccinations, ground transportation to/from the airport, baggage fees, and expenses en route to the country of assignment. This allowance is intended to help defray pre-departure costs, but it may not cover all of those costs, in which case you are responsible for any overages.

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

Your return travel is booked no earlier than 1-2 months in advance due to the variable nature of living and working abroad.



You must fill out a return travel request form before a return airline ticket can be issued. This form is available on the [COP](#) in the Documents section your Fellow Admin Group. The form must be submitted no earlier than 60 days and no later than 30 days before the end date of your fellowship agreement.

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

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

The program cannot accommodate any specific requests for layover or departure from a different country. Only direct route, economy class FAA compliant tickets to and from your country of assignment will be issued.

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

On your return, the program can accommodate departure from your country of assignment up to 30 days following the end of your fellowship, unless you are a renewing Fellow attending the PDO, in which case your return travel must occur prior to start of the PDO.

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 for your preferred itinerary either via ACH payment or via check made out to “Georgetown University”. 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.

See ***Payment to GU/CIED for Additional Travel Fees and Costs*** below for more information.

If you decide to depart later than the end of your fellowship, you must remain on your assignment through the end of your fellowship agreement period. Leaving your assignment within five days of your fellowship 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.

What about my baggage?

You are responsible for contacting and complying with all applicable airline regulations regarding baggage requirements and limitations, including any fees for overweight or additional baggage.

What if I am travelling through another country?

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

Further information: Terms and Conditions of the Fellowship Agreement.



Travel Arrangements for Accompanying Persons, Pets, and Oversized Luggage

I plan to travel with someone. How should I organize this?

You can coordinate this travel yourself. You can also contact GU/CIED and inform them that you would like to travel with another person. GU/CIED staff will then inform the travel agent of this request and ask that they reserve an itinerary for that person on your flight(s). If this is possible, you will then be requested by GU/CIED to contact the travel agency and arrange to pay for the other person's ticket directly.

You are responsible for paying all expenses for the other person's 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. Anyone traveling with you whose travel is arranged by GU/CIED must abide by the Fly America Act, and this may mean more expensive travel than on other airlines.

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

This is allowed, following the guidelines 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.

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

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 of this ahead of time, so that your child can be added to your airline ticket. This must occur at the time of booking your ticket. 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 he/she is not listed on your ticket.

I am going to have oversized/overweight luggage. What happens?

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

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

Yes, but it is not recommended. Neither the program, nor the travel agency can help you to arrange a pet's transport. Your FAA compliant travel itinerary cannot be accommodated or 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 from your assignment. In such cases, you will forfeit your ticket to and/or from your assignment.

Types of Tickets

Will I receive a paper ticket?

No. With rare exceptions, tickets the program issues are e-tickets. You will receive them via email either as a virtual itinerary or as an itinerary and a passenger receipt. Any changes by the airline to your e-ticket will also be done automatically. You do not need to take any further action. You can check-in for your flights using your original itinerary record locator/confirmation number, or a new one, if provided.



GU/CIED Relationship with Travel Agent

Is the travel agency affiliated with GU/CIED?

No. GU/CIED works with an independent travel agency. Their only role in the program is to arrange flights to and from the PDO and to and from your country of assignment. The travel agent must comply with the Fly America Act and any other ECA/DOS guidelines.

The travel agent cannot help you with any kind of travel when you arrive in your 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, per diem rates or schedules when you attend the PDO. They also do not have any information about the general fellowship program, such as your country of assignment, its visa requirements, project descriptions, information about your host institution, or fellowship agreements and payments. Direct all of these enquiries to your PAS/RELO or GU/CIED directly.

Payment to GU/CIED for Additional Travel Fees and Costs

Under certain circumstances, you may owe money back to the program. 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?

If other people accompany you to your country of assignment, you are responsible for paying all of their travel costs. Also, you may owe money to GU/CIED due to accommodations for any personal travel requests (e.g. different travel dates, cancellations, date changes, upgrades, etc).

How do I know how much I have to pay?

GU/CIED will tell you how much you owe for these extra costs.

How do I pay for these extra costs?

In some cases, you may be able to remit payment directly to the travel agency for any costs owed (i.e. travel costs for accompanying persons). In all other circumstances, you must refund the program within two weeks of issuing your travel via ACH (Automated Clearing House) payment 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 your GU/CIED coordinator 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:

1. 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 your GU/CIED coordinator for reference information related to your payment

2. Send a check or money order for the applicable amount payable to “Georgetown University” to:
Georgetown University/CIED
English Language Fellow Program
3300 Whitehaven St., NW, Suite 1000
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 sent.

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

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

Additionally, if you still have not paid for these extra fees, you cannot make any future personal travel requests for your return trip. You will simply receive a direct route, economy airfare from your country of assignment back to your home base.

19. Program Activities Allowance (PAA)

What is the program activities allowance?

The PAA is a reimbursable allowance meant to facilitate and enhance your activities during your fellowship. You must receive advance approval from your PAS/RELO for any expense under the PAA. It is also your responsibility to ensure you do not exceed your PAA ceiling (as indicated on page 1 of your fellowship agreement). You will not receive reimbursement for any expenses that exceed that amount, nor will you be reimbursed for any expenses that are dated after the end of your agreement period, even if you have PAS/RELO approval.

What kinds of things can I spend my PAA on?

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

- Attending your post-arrival orientation;
- Settling-in costs such as in-country visas, work permits, real estate agent fees, and household items (bedding, dishes);
- Attending your mid-year professional development event;
- Developing, preparing, and facilitating conferences, workshops, seminars, lectures, etc.;
- Traveling to attend or conduct academic programs in the country of assignment (or region, if applicable);
- Sponsoring local EFL teachers to attend or conduct academic programs in the country of assignment (or region, if applicable);
- Purchasing educational materials, including books, DVDs, magazines, etc.;
- Establishing or enhancing resource centers, American Corners, teacher associations, etc.;
- Purchasing small equipment and office supplies, such as printer, scanner, copier, memory storage, paper, toner, etc.;
- Paying for printing and photocopies.



When you finish your fellowship, you must leave behind all materials and equipment purchased with your PAA. You might leave these items with your host institution, an American Corner, a local library, or other resource center. You will need to submit an inventory of materials and equipment and a signed receipt as part of your final report.

Are there any expenses that are not covered by my PAA?

Here are examples of expenses that are *NOT* covered under the PAA:

- Expenses and/or compensation for companions, United States 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, ECA/DOS employees, and United States citizens;
- Alcohol, flowers, and gifts;
- Local language lessons and classes;
- Local transportation in your host city;
- E-books if downloaded to your personal e-reader;
- Business or first-class tickets or upgrades;
- Laundry costs;
- Travel to the annual TESOL International Convention in the U.S.; and
- TESOL International Association membership fees for yourself.

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

Your PAA ceiling is indicated on page 1 of your fellowship 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 fellowship agreement.

Can I spend my PAA in any way I want?

No, all your PAA expenses must be pre-approved by your PAS/RELO. There are very specific policies related to PAA expenses and they are outlined in Section 3 of your fellowship agreement and Section 20: Reporting Requirements below. If in doubt, ask your GU/CIED program coordinator.

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

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, 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 to assignment, you must first obtain written PAS/RELO approval before making any purchases.

You will not be reimbursed for PAA expenses incurred or dated after the end of your fellowship agreement period as stated on page 1 of your fellowship agreement.

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.



20. Reporting Requirements

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

Yes. There are two kinds of reports in the program:

- Program reports: These include the preliminary, mid-year, and final reports.
- Expense reports: These must be submitted in order for you to get reimbursed for your approved fellowship expenses.

What program reports do I have to submit while I am on assignment?

You must submit three program reports. Send them to GU/CIED, your PAS, and your RELO.

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

Further information: Terms and Conditions of the Fellowship Agreement.

What expense reports do I have to submit while I am on assignment?

You must submit expense reports 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 the PAS/RELO and/or DOS/ECA.

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.

You are NOT required to submit expense reports for the following allowances:

- Stipend;
- Dependent’s allowance (if applicable);
- Pre-departure allowance; and
- D.C. pre-departure orientation travel cost (if applicable).

These allowances are paid to you directly and are all considered taxable benefits as outlined in Section 12: Taxes and Withholdings of your fellowship agreement.

Also, even though these living allowance benefits are non-taxable, you are NOT required to submit expense reports for:

- Utilities; and
- Food and local transportation while in your host city.

How do I get my program activities allowance?

In order to use your PAA funds, you must prepare PAA plans and budgets* and submit to your PAS/RELO for approval before you spend any money. An outline of this process is below. Once expenditures have been made, you must submit an expense report to GU/CIED for reimbursement.



***You will likely need to prepare multiple plans and budgets for approval, and subsequently submit multiple expense reports for your PAA throughout your fellowship. Expense reports must be submitted to GU/CIED within 60 days of incurring an expense. Expense reports which are received late cannot be processed.**

Further, your total PAA expenses cannot exceed the PAA ceiling listed on page 1 of your fellowship agreement. You are ultimately responsible for ensuring you stay within budget.

- Discuss your ideas with your PAS/RELO You are encouraged to talk to your PAS/RELO about your ideas before you prepare your PAA plan and budget.
- Prepare a PAA plan and detailed budget 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 project plan.

The 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 are to be left with your host institution, 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. 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 Once you have prepared your PAA plan and budget, submit them to your PAS/RELO for approval in writing, ideally in the body of an email. If submitting your 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.

- Submit your approved PAA plan and budget to GU/CIED After you have received approval in writing (e.g. via email) from your PAS/RELO for your PAA plan and budget, submit these to GU/CIED for processing*, along with an expense report for reimbursement.

***You will likely need to submit multiple expense reports for your 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.

All payments are deposited directly to the bank account you set up at the beginning of your fellowship.

For PAA related travel, your daily meal expenses must remain within the expense limits established by the program and posted on the [COP](#) in the Documents section of your Fellow Admin Group and your lodging expenses must remain within the expense limits of the [U.S. government travel regulations](#).

You must keep original receipts for all the purchases you make with your PAA, with one exception: you do not need to keep receipts for meals if you are claiming the meals per diem. However, if claiming per diem, you DO need to submit documentation for proof of travel, such as hotel receipts and/or airplane boarding passes. All receipts must be dated no later than the last day of your fellowship agreement period.

All forms associated with submitting expense reports are available on the [COP](#) in the Documents section of your Fellow Admin Group.

Further information: Terms and Conditions of the Fellowship Agreement.

How do I prepare my PAA 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 at the PDO. Here is a brief overview of what you need to do:

Fill out an expense log.	<p>You can find it on the COP in the Documents section of your Fellow Admin Group or you can request this from your GU/CIED program coordinator, if you do not have a copy. List every single expense you are claiming on the log, including meals per diem. Prepare separate logs for separate events or activities.</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>
Organize and number your receipts following your expense log entries.	<p>Every expense you list on your expense log must have a corresponding receipt, with the exception of the meals per diem. 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 your GU/CIED program coordinator for instructions on what to do in this situation.</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 COP in the Documents section of your Fellow Admin Group; • 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>Your 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>Include meals expenses</p>	<p>For PAA travel outside your host city, your daily meal expenses must remain within the expense limits established by the program and posted on the COP in the Documents section of your Fellow Admin Group.</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>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>
<p>Include a copy of your PAA plan and budget, and the written approval from your PAS/RELO.</p>	<p>Your PAA plan and budget must be in the body of the email and not as an attachment. The PAS/RELO approval must be in writing, such as an email.</p>



	PAS/RELO approval is a critical piece of your expense report as it provides the necessary context for your expense or activity (purpose, dates, locations, participants, etc).
Make a copy of your expense log and corresponding receipts.	Make a copy of all pieces of your expense report, including the log and all receipts.
Send completed expense report to GU/CIED.	Email a PDF of your completed expense report in one document to your GU/CIED program coordinator or mail the original expense report to: English Language Fellow Program Georgetown University 3300 Whitehaven Street, NW, Suite 1000 Washington, D.C. 20007 Expense report must be submitted within 60 days of incurring the expense. Expense reports which are received late will not be processed.

What are the steps I need to take to provide activity funds to a local colleague?

With PAS/RELO approval, you can provide a grant to a local colleague to cover the following expenses:

- Travel;
- Hotel;
- Meals;
- Local transportation; and
- Conference registration fees.

In order to get reimbursed for this, you must submit to GU/CIED (on its own or as part of a larger expense report):

- Expense log;
- PAS/RELO approval; and
- Completed, signed, and dated “Grant for a Local Colleague” form located on the [COP](#) in the Documents section of your Fellow Admin Group; 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.

How do I purchase flights using PAA funds?

With PAS/RELO approval, you can purchase flights using PAA funds. Most commonly, you will use your PAA to purchase travel to attend in-country or regional workshops/conferences and your mid-year professional development event. The program can only reimburse you for the costs of flights to and from your 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.

As indicated above, in order to get reimbursed for flights, you must submit to GU/CIED (on its own or as part of a larger expense report):

- PAS/RELO approval;
- Expense log;
- Completed “Travel Request and Fly America Act Exception” form;
- 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, 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, if you incorporate personal travel into PAA travel plans, 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.

Requests for reimbursement of flight costs must be submitted within 60 days of purchasing the ticket(s).

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 fellowship 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 the agreement period, including termination.

Expense reports which are received late will not be processed.

Could my PAA reimbursement be rejected or denied even if my 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 60 days after the expense has been incurred;
- Expense report submitted 30 days after the end of the fellowship agreement period;
- Your PAA ceiling, as listed on page 1 of your fellowship 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;
- Disallowed expense items (see section 19): 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 your GU/CIED program coordinator;
- 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;



- 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 FAA 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 [COP](#) in the Documents section of your Fellow Admin Group;
- 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.

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.

It is up to you to ensure that your expense reports are correct. It is better to take the time to prepare a clear, precise, and detailed expense report once, than to have an incomplete or incorrect expense report returned to you for correction.

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

There is no minimum amount required to claim PAA reimbursement. 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.

Further information: Terms and Conditions of the Fellowship Agreement.

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 first page of your fellowship agreement.

PAS/RELO approval of your PAA expenses does not constitute approval to exceed the PAA ceiling in your fellowship agreement.

You may want to keep a running log of all your PAA expenses against your PAA ceiling, in the same way you would balance your checkbook.

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 your country of assignment does not provide receipts (for example, taxi cab services in your 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 your GU/CIED program coordinator to discuss specific questions regarding any missing receipts.

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

This is not required. If you do, your expense report 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 ACH payments. Every time an ACH payment is made, Viewpost sends its recipient 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 your GU/CIED program coordinator with any specific questions or concerns regarding your scheduled fellowship 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 your GU/CIED program coordinator. They will answer your questions and provide you with helpful examples and tips to make these reports easier for you.

21. Renewal Policy

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

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

How does the renewal process work?

PAS/RELO and the host institution 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 your country of assignment.

Your PAS/RELO and your host institution 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 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.

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 and return the enclosed paperwork. Even though you are being renewed, each fellowship is considered completely separate, so you will need to complete the new paperwork, submit a new health verification form, and sign a new fellowship agreement.

Is my renewal contingent on anything?

Your renewal is provisional, pending the following:

- Successful completion of your current fellowship as outlined in your fellowship 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 allowances from my first assignment. Can I carry these over to my next assignment?

No. Allowances cannot be carried over. You will receive all new allowances that will be detailed in your new fellowship 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 your 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 your 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 fellowship agreement and the start of your second. The supplemental ASPE health benefit plan will end on the last day of your first fellowship 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 fellowship 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 your 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 your 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 your 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 cancellation 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, ECA/DOS, or GU/CIED.

24. Materials Developed During the Fellowship 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, while being 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 fellowship agreement period, that adapted product is considered Work Product, belongs to GU/CIED, and is placed in the public domain.

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.

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 fellowship agreement.

Further information: Terms and Conditions of the Fellowship 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: Terms and Conditions of the Fellowship Agreement.

25. Accompanying Persons and Dependents

Can I bring someone with me on my assignment?

Yes, an accompanying person or dependent may join you for all or part of the fellowship period unless otherwise stated in the project description provided when you were matched.

What type of support do you offer for accompanying persons and dependents?

DOS/ECA awards one-person fellowship agreements and does not cover any expenses for accompanying persons or 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 accompanying persons or dependents. All expenses and logistics for your accompanying persons or dependents are your sole responsibility.

You may request a monthly allowance of \$500 for qualifying dependents. If applicable, this allowance will be included on Page 1 of your fellowship agreement. A qualifying dependent is defined as a spouse, domestic partner, or relative (child, parent, or sibling) who spends at least five and up to ten continuous months of your agreement period in your 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 your country of assignment and is provided to offset the cost of travel to and living with you in-country. The allowance of \$500/month is the same whether you have one or more qualifying dependents.

Further information: Terms and Conditions of the Fellowship Agreement.

Will I need to repay this allowance if anything changes?

You must provide a copy of the purchased ticket(s) for dependent travel to GU/CIED, confirming their arrival and departure dates in your country of assignment before the end of your fellowship agreement period. If applicable, your fellowship 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 your country of assignment. If you owe more than the amount of your next fellowship payment, you must refund that amount to the program.

Further information: Terms and Conditions of the Fellowship Agreement.

What if I decide to take more than one dependent with me on the fellowship?

The monthly dependent allowance of \$500 is the same whether one or more dependents reside with you. You will be required to complete an accompanying persons and dependents declaration form (included in your acceptance letter package) and submit it to GU/CIED for each accompanying person or dependent. Accompanying person or dependents are not required to complete or submit any additional paperwork (such as a health verification form, agreement, or other materials) to GU/CIED. It is your



responsibility to determine if a visa or immunizations are required for them. You should also inform the U.S. Embassy in your country of assignment that you will be bringing one or more accompanying persons or dependents.

Further information: Terms and Conditions of the Fellowship Agreement.

Can my accompanying persons or dependents travel together with me to assignment?

This is allowed, but you should first contact GU/CIED and inform them that you would like to travel with another person or persons. You are responsible for paying all expenses for anyone traveling with you. Accompanying persons and dependents whose travel is arranged by GU/CIED must abide by the Fly America Act.

What about minor(s)?

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 submitted to GU/CIED prior to the minor's travel.

Will my housing accommodate accompanying persons or dependents?

The program is only required to identify housing suitable for one person, but your host institution and/or the U.S. Embassy may choose to help you locate housing to accommodate accompanying persons or 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 accompanying persons or dependents need to be U.S. citizens?

The program has no citizenship requirements for accompanying persons or dependents. It is your responsibility to ensure any accompanying persons or dependents have the correct visa and proper documentation to enter and exit your country of assignment. You must also make the U.S. Embassy in your country of assignment aware of the accompanying persons' or 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 accompanying persons or 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, domestic 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.

What will happen during an evacuation?

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

Further information: Terms and Conditions of the Fellowship Agreement.



26. Pets and the Fellowship

Can my pet go with me on assignment?

It is not recommended. There are many barriers to traveling internationally with an animal. There may be restrictions about pets entering your country of assignment, such as quarantine or an outright ban. It is also very difficult to arrange both transportation and accommodations for animals.

The housing situation in your country of assignment may not allow pets. If that is the case, you would be responsible for finding, organizing, and paying for your housing from your own funds. The program will not pay for special housing arrangements to accommodate pets.

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 your 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.