



U.S. DEPARTMENT OF STATE

ENGLISH
LANGUAGE
PROGRAMS

*The World is
Your Classroom*

English Language Specialist Program Policy Handbook



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Overview of the English Language Specialist Program

The English Language (EL) Specialist Program is a U.S. Department of State (DOS) public diplomacy initiative that sends experts in the field of English language education to lead intensive English language projects overseas. EL Specialists exchange knowledge, build capacity, and establish partnerships benefiting participants, institutions, and communities in the United States and overseas. EL Specialists work with universities, teacher-training institutions, and ministries of education, bi-national centers, and other English language education institutions. EL Specialist projects range from 10 working days to three months, and can include in-country activities, virtual activities, or a combination of both. The program is funded by DOS through the Bureau of Educational and Cultural Affairs (ECA). It is currently administered by the Center for Intercultural Education and Development (CIED) at Georgetown University (GU).

Glossary of Acronyms

ACS	American Citizen Services of the U.S. Embassy
ASPE	Accident and Sickness Program for Exchanges
CAO	Cultural Affairs Officer (at U.S. Embassy)
COP	Community of Practice
DOS/ECA	U.S. Department of State, Bureau of Educational and Cultural Affairs
FAA	Fly America Act
GU/CIED	Georgetown University, Center for Intercultural Education and Development
HVF	Health Verification Form
PAA	Program Activities Allowance
PAO	Public Affairs Officer (at U.S. Embassy)
PAS	Public Affairs Section of the U.S. Embassy
RELO	Regional English Language Officer
RSO	Regional Security Officer
STEP	Smart Traveler Enrollment Program
VPDO	Virtual Pre-departure Orientation

Who to Contact at GU/CIED

GU/CIED Regional Email Accounts	
Region	Coordinator email address
Sub-Saharan Africa (AF)	AFSpecialists@georgetown.edu
East Asia and the Pacific (EAP)	EAPSpecialists@georgetown.edu
Europe and Eurasia (EUR)	EURSpecialists@georgetown.edu
Near East and North Africa (NEA)	NEASpecialists@georgetown.edu
South and Central Asia (SCA)	SCASpecialists@georgetown.edu
Western Hemisphere (WHA)	WHASpecialists@georgetown.edu



Overview of Responsibilities

The following chart outlines which organization is responsible for specific components of the EL Specialist Program.

U.S. Department of State (DOS) – ECA / Office of English Language Programs	U.S. Embassy Public Affairs Sections (PAS) & Regional English Language Officers (RELO)	Partnering Organization(s)
<ul style="list-style-type: none"> • Sets and monitors program policies • Reviews all EL Specialist project proposals • Notifies PAS/RELO which projects have been selected for funding • Monitors projects, EL Specialists, and activities • Communicates and works with PAS/RELO and GU/CIED to resolve issues 	<ul style="list-style-type: none"> • Develops EL Specialist project proposals and sends to DOS/ECA for approval • Determines the EL Specialists’ duties • Works with partnering organizations to determine adequate support for EL Specialists during their projects • Approves international travel • Acts as first point of contact for EL Specialists on all programmatic issues, concerns and in-country logistics • Acts as first point of contact in emergency or evacuation 	<ul style="list-style-type: none"> • Determines EL Specialists’ duties alongside PAS/RELO • Provides counterparts for EL Specialists during their projects • If applicable, provides cost sharing to supplement the EL Specialist agreement (e.g. partnering organizations may pay for a portion of lodging costs or provide lodging, etc.)
Georgetown University (GU) – Center for Intercultural Education and Development (CIED)		
<ul style="list-style-type: none"> • Issues EL Specialist acceptance letters and processes EL Specialist agreements • Coordinates Virtual Pre-Departure Orientation • Coordinates international travel to/from the country of assignment • If applicable (for in-country projects of more than 45 days), receives Health Verification Forms and notifies EL Specialists of clearance status • Enrolls EL Specialists in ASPE • Issues payments and processes expense reports • Facilitates participation in the Community of Practice • Answers questions regarding the EL Specialist agreement • Acts as first point of contact for EL Specialists on all administrative issues and concerns • Acts as second point of contact in case of emergency or evacuation • Amends EL Specialist agreement, as needed • Works with EL Specialists on alumni relations and outreach activities 		

Introduction to the Handbook

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

1. Employment Policy

What is my employment status as an EL Specialist?

You are not employed by the U.S. Government, 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 EL Specialist agreement and cannot expect any additional compensation or benefits, except what is detailed and explained within your agreement.

What happens if I need employment verification?

Since you are a grantee/independent contractor and not employed by the U.S. Government or GU/CIED, the only verification the program can provide is a letter confirming what is stated in your agreement such as your project dates, your country of assignment, your partnering organization, 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 PAS/RELO overseeing your project, or from your partnering organization. GU/CIED is not in a position to provide any evaluative comments related to your project.

Further information: Terms and Conditions of the EL Specialist Agreement.

2. Virtual Pre-Departure Orientation (VPDO)

Am I provided an orientation to the program before my project begins?

The [virtual pre-departure orientation slide deck](#) on the Community of Practice (COP) provides an overview of the program and important information on preparing for your project. All EL Specialists are asked to submit a form confirming that you reviewed the VPDO. Additionally, GU/CIED will contact you to schedule a pre-departure phone call approximately two weeks before the start date of your project to discuss reporting requirements and answer any remaining questions you may have.

Further information: Terms and Conditions of the EL Specialist Agreement.



3. Community of Practice (COP)

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

The COP (<https://cop.elprograms.org>) is a virtual meeting space for all participants and alumni of the EL Programs. It is a place to:

- access and download program administrative documents such as expense report templates, participant consent forms, the VPDO slide deck, etc.
- submit Highlights and Impact Stories to share details about unique events or activities you conducted during and after your project;
- share resources, ideas, best practices, photos, events, and experiences from around the world;
- connect with other EL Specialists, Fellows, GU/CIED staff members, and ECA regional program officers through discussions and COP messaging;
- stay up-to-date on the latest events and resources available on the English Language Programs and American English websites;
- post job announcements and search for post-fellowship job opportunities; and,
- stay connected and contribute to the program as alumni.

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

4. Health Benefits

Will I receive health insurance coverage during my project?

The program provides a self-funded, limited health care benefit plan called Accident and Sickness Program for Exchanges (ASPE) for the duration of your in-country activity and travel dates. ASPE is not provided during virtual activity dates.

You can review comprehensive information about ASPE coverage in the ASPE Guide at <https://www.sevencorners.com/gov/usdos>.

ASPE does not provide comprehensive insurance coverage and it does not cover personal travel outside of the country of assignment. Details regarding the ASPE coverage period can be found in the ASPE Guide linked above, and in Article 6 of the Terms and Conditions of your EL Specialist agreement.

It is strongly recommended, but not required, that you have or purchase comprehensive health insurance with international coverage during your in-country activity dates.

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

When you have health care coverage other than ASPE (except Medicare or Medicaid), your other coverage is the primary provider. It is your responsibility to inform your primary provider about your ASPE plan, and likewise to inform ASPE about your primary provider. It is not the responsibility of any provider to advise another provider 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.



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

Once you have signed your agreement and your travel is booked, 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 MyPlan, [here](#). You are responsible for downloading and printing your ASPE ID card through the MyPlan portal before you depart for the in-country portion of your project.

MyPlan allows 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 administrators, Seven Corners, view eligibility dates, etc. If you lose your ASPE ID card, you can return to the MyPlan portal at any time to download and re-print the card.

What is ASPE contingent on?

For in-country projects of more than 45 days, your participation in the program and your ASPE coverage are contingent on medical clearance of your Health Verification Form (HVF). Prior to departure and during your project, 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.

How do I contact ASPE?

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

Toll free: 1-800-461-0430

Collect Outside US: 1-317-818-2867

Customer Service Fax: 1-317-815-5984

Claims Fax: 1-317-575-6467

Email: usdosinfo@sevencorners.com

Mailing Address:

ASPE Health Benefits

P.O. Box 3724

Carmel, IN 46082-3724

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

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

5. Post-Arrival Orientation

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

In some cases, PAS/RELO may provide you with an orientation once you arrive in-country. This is called your post-arrival orientation.

Are my expenses paid to attend this orientation?

You may claim reimbursement for expenses related to attending a post-arrival orientation provided by your PAS/RELO in your country(ies) of assignment, including the costs of temporary lodging, meals, and other allowed expenses. Note that you can only claim these expenses for reimbursement if they are not provided through your living allowance (as outlined in your agreement) and they must be consistent

with the limits established by [U.S. government travel regulations](#). To receive your reimbursement, you will need to submit a complete expense report to GU/CIED, including receipts for all expenses, within 30 days of arriving in your country of assignment.

Further information: Section 21 of this Handbook and the Terms and Conditions of the EL Specialist Agreement.

6. Safety and Security

Who should I contact regarding safety concerns, or in the case of an emergency while I am en route to or in my country of assignment?

In advance of your departure:

1. Ensure your ASPE ID card is printed and available to you during your project.
2. Maintain, and keep handy throughout your project, a list of important contacts, including local phone numbers and email addresses for your PAS/RELO, your primary point person at your partnering organization, and GU/CIED.
 - a. In the case of an **emergency during your project**, first contact both your partnering organization and PAS/RELO. If you contact anyone by e-mail, cc GU/CIED.
 - b. If you are unable to reach anyone at your partnering organization or your PAS/RELO, or **if you encounter an emergency en route to your project**, contact GU/CIED.
 - i. During normal business hours of 8:30am to 5pm EST, contact your regional GU/CIED program coordinator.
 - ii. Outside of normal business hours, call **1-800-208-0510**. 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.
3. Register with **STEP** ([Smart Traveler Enrollment Program](#)) to receive safety information about your country of assignment and to allow the U.S. Embassy to contact you in an emergency.

Keep your in-country contacts and GU/CIED closely informed as to any and all concerns regarding your well-being throughout your project. An emergency contact card template is below, which you can use to keep emergency information on you at all times in the event of an urgent situation. Adding information in a local language is highly recommended.

Name: Super Specialist	Date of Birth (DOB): X/XX/XX	Blood Type: X
Allergies: None	Medications: Meds	Citizenship: USA
Exchange Program: English Language Specialist Program – U.S. Department of State		
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: 999	
Police: 999	Ambulance: 999	
U.S. Embassy Main Phone/ Post One: 9999999999		
GU/CIED Emergency #: +1-800-208-0510		
ASPE Toll free: +1-800-461-0430		
ASPE Collect Outside US: +1-317-818-2867	ASPE ID #: 9999999999	

Further information: Section 13 of this Handbook and the Terms and Conditions of the EL Specialist Agreement.



7. Duration of EL Specialist Project

How long is my project and what is my schedule of activities?

Your agreement period is stated on page one of your agreement and may include in-country, virtual, or a combination of both activities. The agreement period on page one reflects the first and last work days of your EL Specialist project; travel days en route to your project and rest day (if applicable) upon arrival will be reflected in Appendix A.

In most cases, travel days and the rest day upon arrival are not included in your agreement until after your travel is booked, at which point you will receive an agreement amendment from GU/CIED reflecting these additional days and any necessary adjustment to your allowances.

Appendix A of your agreement details a general schedule of your project and description of your scope of work. The schedule is provided to guide your preparations, but is always subject to change. Contact your partnering organization and the PAS/RELO in charge of your project to discuss the details.

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 agreement period may be amended and your benefits adjusted, or your project may be terminated, as determined by DOS/ECA and PAS/RELO.

Do I get any breaks?

See Section 12: Leave, Absences, and Extensions

What if I leave my project early?

See Section 12: Leave, Absences, and Extensions

Further information: Section 14 of this Handbook and the Terms and Conditions of the EL Specialist Agreement.

8. Lodging

How do I find accommodations for my in-country assignment?

In most cases, lodging will be arranged for you by your partnering organization or PAS/RELO. Exceptions to this are managed on a case-by-case basis. Contact your PAS/RELO and partnering organization for details on your specific arrangements.

Lodging expenses will either be paid for directly by your PAS/RELO or partnering organization or you will receive an allowance to cover those costs, listed under living allowance in your agreement, through GU/CIED.

What if I want to move during my project?

You may be able to move to different accommodations during your project, but not without the advance written approval of your PAS/RELO. PAS/RELO or your partnering organization may also ask you to move under some circumstances.

If you move without approval, you may be subject to increased safety concerns or expenses that you will have to pay out-of-pocket. This may also be grounds for termination of your project.



If you move, your living allowance and payments will be adjusted to reflect the new cost of lodging and you may be asked to refund the difference in cost from your previous accommodations. Alternately, if you move into more expensive accommodation, you may be asked to pay the difference from your stipend or other personal funds. If the move is requested by your PAS/RELO or partnering organization, any increase in cost associated with the new lodging will be covered by the program.

Are guests allowed to stay with me?

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

You may invite family and friends to stay with you, if allowed by those providing your accommodations. 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 EL Specialist Agreement.

9. Remuneration from Other Sources

Can I undertake other work, either paid or unpaid, during my project?

As many EL Specialists accept a project while on leave from their primary place of employment, we understand that you may continue to receive your salary while you are on your EL Specialist project. However, such work must not interfere with the full-time commitment to your project during the agreement period, nor violate the laws of the country of assignment.

If you have a coinciding contract with or are employed by another U.S. government agency, you are required to either waive the Stipend portion of your agreement; or take an unpaid leave of absence from the other U.S. government agency. You must provide GU/CIED with documentation indicating which of those two options has been agreed upon in advance of the start of your agreement period.

Can I accept invitations to visit programs in other countries or attend professional development activities during my project?

In most cases, given the intensive, short-term nature of EL Specialist projects, this is not permitted.

Further information: Terms and Conditions of the EL Specialist Agreement.

10. In-Country Debts

Who is responsible for debts incurred in the country of assignment?

You are responsible for paying all expenses and debts for yourself and any accompanying persons. 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 EL Specialist Agreement.

11. 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. As these



fees are taxable, your payments received from GU/CIED will be reported both to you and to the IRS on Form 1099 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, but are not limited to:

- Stipend; and
- One-time costs allowance (if applicable).

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

What about my withholdings?

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

Further information: Terms and Conditions of the EL Specialist Agreement.

12. Leave, Absences, and Extensions

Do I get any breaks during in-country activities?

Appendix A of your agreement details a general schedule of your project and description of your scope of work. Unless otherwise specified in Appendix A, you will have at least one rest day per week. You can only take leave days beyond the rest days and non-work days defined in Appendix A with prior written approval from your PAS/RELO and the partnering organization. You are also provided with one full rest day upon arrival in the country of assignment.

The schedule is provided to guide your preparations, but is always subject to change. Contact your partnering organization and the PAS/RELO in charge of your project to discuss the details.

What if I have a personal or medical emergency while I am in-country or completing virtual activities and I need to cease working?

You are expected to carry out your activities as specified in your agreement. If you have to depart your country of assignment or stop performing virtual activities before the end of the agreement period, for any reason, you must promptly notify all parties – your partnering organization, your PAS/RELO, and GU/CIED – in writing. The agreement will either be terminated as of that date or amended to reflect new project dates, as determined by DOS/ECA and PAS/RELO. If the project is terminated, you may be responsible for repaying portions of the stipend and living allowance, all of which will be detailed in your official termination letter or agreement amendment from GU/CIED.

For medical emergencies involving evacuation see Section 13: Evacuation from the Country of Assignment.

If I have to leave my project for a personal or medical reason, is it possible to return to my project?

If you are away from your project for any reason, DOS/ECA and PAS/RELO will determine if the project can be continued or if it should be cancelled, resulting in termination.



What if my project is extended while I am in-country?

If DOS/ECA and your PAS/RELO amend the agreement period while you are in-country, your agreement will be amended and a new return ticket will be issued by GU/CIED, reflecting the amended agreement period.

Further information: Sections 14 and 16 of this Handbook, and the Terms and Conditions of the EL Specialist Agreement.

13. Evacuation from the Country of Assignment (Political or Medical)

There have been 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 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:

- Discuss an emergency plan with your PAS/RELO.
- Obtain and carry with you at all times an emergency contact card (see Section 6 of this Handbook) and your ASPE ID card.
- Ensure that your passport and all necessary visas are valid for the duration of your project, and make copies of your passport, visa, and departure documents (as well as for any accompanying persons or dependents, if applicable). 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.
- Before you leave for your country of assignment, register with STEP ([Smart Traveler Enrollment Program](#)).
- Familiarize yourself with the services of ACS at the local U.S. Embassy and request to be on the RSO contact list for emergencies.
- Ask if you can make arrangements with the RSO to have a hiding place in your lodging where you will leave written information that U.S. security personnel can retrieve. This will detail an alternative safe place where you may have relocated to in the event of an emergency.

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 safety and, if necessary, your timely departure.

How will I be evacuated if it is ordered?

There are different options, 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 project in this new city or another location that is safe. This is addressed on a case-by-case basis.



You may be evacuated to your home base. If possible, the program will provide you with an economy class airline ticket on the most direct route available. You might stay there until the evacuation order is lifted and you can return, at which point your agreement will be amended to reflect the new circumstances, or your agreement will be 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 travel arrangements for any accompanying persons or dependents (including pets).

What will happen to my personal effects?

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

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 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 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 EL Specialist 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 Specialists 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. 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.

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 DOS/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, need 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 will contact you or your liaison, as well as your PAS/RELO in your country of assignment to help make your evacuation arrangements.

- You must obtain 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.

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 United States?

No. If your evacuation is approved, Seven Corners/ASPE will pay for your evacuation to the nearest suitable medical facility. In most cases, this will be another country other than the United States.

Can I return to my project after a medical evacuation?

Your project 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 agreement will be terminated. Also, if your PAS/RELO does not approve your return to the country of assignment, your agreement will be terminated.

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

14. Termination

What if I cannot begin or complete my project? 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 an EL Specialist. This remains the case even if this is because of circumstances beyond your control, such as political unrest in the country.

Is the implementation of my project contingent on anything?

Yes. Implementation of your project is contingent upon:

- your medical clearance (for in-country projects of more than 45 days);
- submission of all 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 EL Specialist project 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.

What if things beyond my control end my project?

If there are conditions beyond your control in your country of assignment that prohibit your participation in the project, in most cases, your agreement will be terminated, and all termination conditions outlined in your agreement will apply. If you have not yet left for your project, and no appropriate re-assignment can be arranged, the agreement may be terminated before you leave.

In the event that your project is cancelled within twenty-one (21) days before the agreement period start date, and for whatever reason, you will be paid for two Planning Days at a rate of \$250/day for in-country activities and virtual activities of eighty (80) or more total hours; or will be paid for one Planning Day at a rate of \$250/day for virtual activities of less than eighty (80) total hours.

If your project is cancelled before that time, no payment of any kind or amount will be made to you.

What if my partnering organization or PAS/RELO terminates my assigned project?

PAS/RELO, or the partnering organization, 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 agreement.

What if I have to leave my project because of a health issue or personal reason?

If you must leave your project due to a personal reason, illness or accident, you must notify your partnering organization, PAS/RELO, and GU/CIED as soon as possible. At that point, your agreement will be terminated and all termination conditions outlined in your agreement will apply.

Are there any other reasons a project might be terminated?

Yes. Your PAS/RELO can direct GU/CIED to terminate your agreement at any time during your agreement period or prior to your departure. Some reasons why a termination might occur are listed in Article 8 of your agreement.

How will I know I have been terminated?

GU/CIED will send you an official termination letter via email. This letter provides the date on which your agreement was terminated (in other words, it amends your agreement period) and outlines details on payments you have received to date, specifying what funds you can keep, and what funds, if any, you are required to refund to GU/CIED.

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

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



If, as a result of this recalculation, you owe money to the program, having received advance payment for days outside of the amended agreement period, this owed amount must be refunded to GU/CIED within thirty (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 agreement is terminated?

- You shall cease performing your duties as of the date stated in your termination letter.
- You must leave the country of assignment on the date of your termination unless otherwise specified by PAS/RELO. If your departure and travel does not take place on this date or the date established by PAS/RELO, you will forfeit any right to a return ticket provided by the program.
- The duration of the ASPE health benefit plan will be amended so that it is the same as the amended agreement period for your in-country activities.
- You will be responsible for making and covering the cost of travel arrangements for any accompanying person, and/or pet.
- You will be liable for all debts you may have accumulated while in your country of assignment.
- You must submit within thirty (30) days of termination expense reports to claim any reimbursement for approved PAA or international-travel related expenses.

Further information: Terms and Conditions of the EL Specialist Agreement

15. Remaining in Country after Agreement Ends or is Terminated

My project 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 “EL Specialist” to “American citizen in-country resident” with STEP and the U.S. Embassy’s ACS. You are no longer an EL Specialist after your project has ended. Your ASPE coverage will also end as of the last day of the in-country portion of the project.

See Section 16 of this Handbook and the Terms and Conditions of your EL Specialist Agreement for details and limitations regarding travel arrangements.

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

If your agreement is terminated, you must leave your country of assignment on the date of your termination unless otherwise specified by PAS/RELO. If your departure and travel do not take place on this date or the date 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. Further, you should change your status from “EL Specialist” to “American citizen in-country resident” with STEP and the U.S. Embassy’s ACS. You are no longer an EL Specialist after your project has been terminated. Your ASPE coverage will also end as of the date of termination.

Further information: Terms and Conditions of the EL Specialist Agreement



16. International Travel Arrangements

Who arranges my international travel (to/from my country of assignment)?

GU/CIED coordinates your international travel through a designated travel agency. With rare exceptions, you will receive an e-ticket via email for your confirmed travel bookings.

If you book and purchase your travel directly, you will not be reimbursed for the costs.

Your travel is based on information provided in your Travel Request Form ([located on the COP](#)), as well as information received from the PAS/RELO in your country of assignment. 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: [Fly America Act](#), 49 U.S.C. 40118, and applicable regulations, including 41 CFR 301 10.131 to 301 10.143.

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

Once your visa is received (if applicable), your agreement is signed, and your medical clearance is received (if applicable), GU/CIED will coordinate your travel.

Do I get to approve my airline ticket before it is issued?

GU/CIED 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.

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 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 right away 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.

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.

Can I incorporate personal travel to the schedule?

The program allows personal travel requests only with regard to your arrival or departure date from your country of assignment. You can request different travel dates as long as they fall within 14 days of the start or end date of the in-country activity dates of your agreement period.

For such accommodations, the travel agent will price out two economy class tickets: one with your requested dates and one with the official dates of your project. If applicable, you must pay the difference for the itinerary with preferred dates.



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

No. ASPE does not cover personal travel. See Article 6 of your agreement for further information on ASPE coverage periods.

What if my plans change after my ticket is issued?

If the change is personal – not project related – you will be responsible for paying any change fees and/or price differences resulting from the change and you must ensure your new itinerary still meets the requirements of your project and is FAA compliant. Contact the airline directly to make any changes and communicate them to your PAS/RELO and GU/CIED.

If a ticket is issued for you, but you are unable to undertake your assignment due to an illness, injury, or other personal circumstances before using the ticket, you must refund the program the cost of the ticket and/or any cancellation fees.

If the change is project-related, you will not be responsible for paying any change fees or price difference resulting from the change.

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 will be responsible for paying any fees related to the upgrade.

The program is not responsible for providing upgradeable 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 GU/CIED to discuss what options are available.

Can GU/CIED help me with seat or meal selection?

You are responsible for arranging for and paying any fees associated with seat or meal selection. Once your ticket has been issued, you should contact the airline directly to make your seat and meal selections, or to make other standard travel requests.

What about my baggage?

You will need to contact all the airlines you will be flying on to find out their requirements and limitations for your baggage, including any fees for overweight baggage. GU/CIED and the travel agent are not responsible for providing you with this information. The program will reimburse baggage fees not to exceed two (2) 50lb bags for each leg of the trip. See Section 18 of this Handbook for more information.

What if I am travelling through another country?

If you are being routed through another country, other than the United States and your country of assignment, you need to research all immigration restrictions for this country or countries and then obtain any documentation you may need to transit through the country or countries. The program will reimburse any fees associated with transit visas. See Section 18 of this Handbook for more information.



Who should I contact regarding travel concerns while I am en route to my country of assignment?

If you encounter travel issues during normal business hours (EST), email or call GU/CIED for assistance. Outside of normal business hours and on weekends, call 1-800-208-0510. 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 travel issue.

If you experience travel delays en route to your assignment, you can also contact an airline representative for assistance. If they are unable or unwilling to assist, contact GU/CIED.

Is the travel agency affiliated with GU/CIED and can they assist me with other travel needs?

GU/CIED works with an independent travel agency to coordinate travel. Their only role in the program is to arrange flights to and from your country of assignment.

The travel agent cannot help you with any kind of travel when you arrive in your country of assignment, including but not limited to ground transportation. The travel agent does not have any information about your lodging, per diem rates or schedules. They also do not have any information about the general EL Specialist Program, such as your country of assignment, its visa requirements, project descriptions, information about your partnering organization, or your agreement and payments. Direct all of these enquiries to your PAS/RELO or GU/CIED.

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

You are required to contact PAS/RELO in charge of the project to discuss whether it will be appropriate for accompanying persons to travel with you during your project. If this is approved, you should inform GU/CIED 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. GU/CIED will provide you with the contact information for the travel agent at that time.

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 EL Specialist 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. Further, the project dates and your travel itineraries cannot be adjusted to accommodate the travel needs of an accompanying person.

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

Due to the short-term and unpredictable nature of EL Specialist projects, traveling with pets is not recommended. If you decide to travel with your pet, neither GU/CIED, nor the travel agency can help you to arrange a pet's transport. Your project and travel itineraries cannot be accommodated to coordinate with your pet's needs. If the schedule that GU/CIED 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 your project. In such cases, you will forfeit your ticket to and from your project. You will also be fully responsible for ensuring that your pet's presence on your project does not interfere with required EL Specialist duties.



17. 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?

Unless you remit payment for the cost of any personal changes directly to the travel agent, 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 GU/CIED for reference information related to your payment

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

Process a wire transfer for the applicable amount to:

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

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

Georgetown University/CIED
English Language 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 payment. Additionally, if you still have not paid for these costs, you cannot make any future personal travel requests for your return trip.

18. International Travel-Related Expenses

Will I receive an allowance for expenses I incur during my international travel to and from my project?

The program understands that you will incur expenses related to your travel, either before or while you are en route to/from your country of assignment. International travel-related costs is a reimbursable allowance category. To receive reimbursement, you must retain receipts for all costs incurred under this category and submit a complete expense report to GU/CIED for payment. Detailed instructions about completing expense reports – and the deadlines for doing so – are provided in this Handbook, the VPDO and are also available [on the COP](#).

You can claim reimbursement for the following expenses related to your international travel:

- Costs related to obtaining a visa (visa fees, visa service fees, photos, passport fees, and mailing of documents);
- Costs related to completion of the HVF for Specialists with In-Country Activity Dates of forty-five (45) days or more including travel, rest, and work days;
- Vaccinations and medications required specifically for travel to the Country(ies) of Assignment, following Centers for Disease Control and Prevention guidelines for “All Travelers” and “Most Travelers” but excluding standard vaccinations including MMR, DTP, HPV, chickenpox, polio, measles, and flu;
- Baggage fees not to exceed two (2) 50lb bags for each leg of the trip (excluding personal travel);
- Transportation to/from the home base(s) to the airport, including taxi, ride sharing services, or mileage only when the Specialist is present in the vehicle, but excluding any parking fees at the airport;
- Meals during international travel, not to exceed 75% of the standard government per diem rates for that month of travel in that city;
- Rest stop of up to twenty-four (24) hours, if total flight time, including stopovers and change of planes, exceeds fourteen (14) hours; lodging and meals not to exceed 75% of the standard government per diem rates for that month of travel in that city.

How does mileage reimbursement work? Can I leave my car at the airport in long-term parking?

The program will reimburse you for mileage from your home base to the airport and/or from the airport back to your home base using the Privately Owned Vehicle mileage reimbursement rate established by the [U.S. General Services Administration](#). To receive this reimbursement, you will need to submit a Google Maps (or similar application) calculation of the miles driven on a direct route.

If you are driven to and/or from the airport by someone else, you can only claim reimbursement for the part of the trip during which you were a passenger in the car.

Airport parking fees of any kind will not be reimbursed.

Further information: Terms and Conditions of the EL Specialist Agreement.



19. Local and Regional Transportation in the Country(ies) of Assignment

GU/CIED will arrange your international travel (to/from your country of assignment) directly. However, in many cases you will be responsible for arranging local and regional transportation in consultation with your partnering organization or PAS/RELO.

What is local transportation and how are these expenses covered by the program?

“Local transportation” is defined in your agreement as the daily commute from your lodging in your host city(ies) to your partnering organization. It can also include transportation around your host city(ies) to local schools or other organizations (e.g. an American Corner), where you are performing your duties, as well as transportation to/from your host city airport(s). In most cases, you will receive funds for local transportation as a part of your living allowance. Your partnering organization or PAS/RELO may also make arrangements for local transportation directly.

You cannot seek reimbursement for local transportation costs under any of the reimbursable allowance categories (i.e. international-travel related costs, or PAA). If you feel that your living allowance does not include sufficient funds for your local transportation needs, discuss the situation with your PAS/RELO.

What is regional transportation and how are these expenses covered by the program?

“Regional transportation” is defined in your agreement as travel beyond your host city (for example, a flight between two cities in your country of assignment for project purposes). Costs for regional transportation can be covered in one or more of the following ways:

- If specified in your agreement, you will make regional transportation arrangements directly and will be reimbursed for these costs through GU/CIED under the Program Activities Allowance (PAA).
- Your partnering organization or PAS/RELO may make arrangements for regional transportation directly. They may pay for the transportation costs or you may have to reimburse them for the costs using your PAA funds.
- Your partnering organization or PAS/RELO may provide you with regional transportation funds and you will make the arrangements directly.

Further information: Terms and Conditions of the EL Specialist Agreement.

20. Program Activities Allowance

What is program activities allowance (PAA) and how can I use it?

PAA is provided to supplement and enhance the work you do on your project.

PAA is a reimbursable allowance category. To receive reimbursement, you must retain receipts for all costs incurred under this category and submit a complete expense report to GU/CIED for payment. Detailed instructions about completing expense reports – and the deadlines for doing so – are provided in this Handbook, the VPDO and are also available [on the COP](#).

You are not required to secure PAS/RELO approval for PAA expenditures, but you must follow the guidelines for PAA as outlined here and in your agreement. Unallowable expenses will not be reimbursed. If you have questions, contact GU/CIED before incurring the expense.



What kinds of things can I spend my PAA on?

The following are suggested uses of your PAA; we also highly encourage you to discuss the best use of these funds with your in-country contacts.

- Development, preparation, and facilitation of conferences, workshops, seminars, lectures, etc.;
- In-country and regional travel related to your duties;
- Supporting local EFL teacher activities, in consultation with PAS/RELO;
- Purchase of commercial educational materials such as books, DVDs, visuals, educational software, magazines, newspapers, photocopies, etc., which will be donated in your country of assignment;
- Purchase of small equipment and office supplies, such as cell phone, SIM cards, computer, copier, memory storage, paper, toner, etc.;
- Funding of your Internet/email access;
- Establishing/enhancing resource centers, American Corners, teacher associations, etc.

If specified in your agreement, you can also be reimbursed for regional transportation costs under PAA. See Section 20 of this Handbook for further information on regional transportation costs.

PAA can only be used to fund activities within your designated geographical region: Africa, East Asia and Pacific, Europe and Eurasia, Near East and North Africa, South and Central Asia, or Western Hemisphere. And, upon completion of your project, you must leave any materials or equipment purchased with PAA with either your partnering organization, or PAS/RELO.

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

Here are examples of expenses that are *not* covered under PAA:

- Expenses and/or compensation for companions, United States Government exchange participants (such as, but not limited to, English Language Fellows, English Language Specialists, Fulbright Scholars, and Fulbright English Language Teaching Assistants), Peace Corps volunteers, ECA/DOS employees, and United States citizens;
- E-books if downloaded to your personal e-reader;
- Alcohol, flowers, prizes, and gifts;
- Travel costs to the annual TESOL International Convention in the United States;
- TESOL International Association membership fees;
- Local transportation in your host city(ies); and/or
- Other unallowable expenses.

If you are unsure whether your purchases will be reimbursed, ask GU/CIED in advance of the purchase.

How much money do I have to spend?

Your PAA ceiling is indicated in your agreement. You are responsible for keeping track of your PAA expenses, as you will not be reimbursed for any expenses which exceed the PAA ceiling listed in your agreement.

Can I incur PAA expenses prior to the start of my project?

It is possible 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 partnering organization, so that you can conduct a needs analysis and consult with your PAS/RELO on best ways to utilize your PAA. It is also important to remember that you cannot incur any PAA expenses prior to signing your agreement.

Can I incur PAA expenses after my project ends?

Yes. You have up to 30 days following the end of your agreement period to incur and submit reimbursement request for your PAA expenses.

What do I do with the materials that I purchased with my PAA?

Upon completion of your project, you will work with your PAS/RELO to make arrangements to leave or ship materials and capital equipment purchased with the PAA to your country of assignment either at PAS, the partnering organization, American Corner, local library, or other resource center.

21. Reporting Requirements – Expense Reports and Program Reports

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

Yes. There are two kinds of reports:

1. Program reports: These include the preliminary report (for projects of 60+days), the final report and highlight, and the impact statement. Report templates and submission deadlines are included in your agreement and are available [on the COP](#).
2. Expense reports: These must be submitted in order for you to get reimbursed for approved, reimbursable expenses.

What program reports do I have to submit?

All program reports listed below should be submitted to GU/CIED and your PAS/RELO by the stated deadline. Templates are available [on the COP](#).

Preliminary report	For projects of 60+ days; due within 15 days of your arrival in the country of assignment.
Final report	Due within 30 days after the end date of your agreement period; the final report includes a required “highlight” submission via the COP .

For AE E-teacher regional course needs assessment projects, you will submit:

Preliminary report	For projects of 60+ days; due within 15 days of your arrival in the country of assignment.
Final report	Due within 15 days after the end date of your agreement period; the final report includes AE E-Teacher regional course needs assessment checklist and a required “highlight” submission via the COP .

For all in-country projects, you will also be asked to submit a post-arrival information form immediately after your arrival.

What expense reports do I have to submit?

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

- Program Activities Allowance (PAA);
- International Travel-Related Costs;
- Post-Arrival Orientation (if applicable); and/or
- Other reimbursable expenses as specified in your agreement.

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

- Stipend;
- Living allowance (if applicable); and
- One-time costs allowance (if applicable).

How do I prepare my expense report?

There are strict policies around expense reports. The more precise and detailed you are, the faster you will receive your reimbursement. Contact GU/CIED with any questions. You can also find more information in the virtual pre-departure orientation slide deck.

Note: Expense reports must be submitted to GU/CIED within 60 days of incurring an expense, and no later than 30 days after the end date of your agreement period. Expense reports which are received late will not be processed.

Here is a brief overview of what you need to do when preparing an expense report:

Fill out an expense log.	<p>You can find a blank expense log on the COP or you can request one from GU/CIED. List every single expense on the log. Each line of the expense log should correspond to a receipt.</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. Do not aggregate different cost categories or expenses incurred on different dates. Be sure to reconcile your expense log with your receipts before sending to GU/CIED or it could delay the processing of your claim.</p> <p>If you do not have a receipt for an expense, contact GU/CIED 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;• Boarding passes for all segments of your flight; and• Receipt showing all flight details (dates and routing), as well as costs. <p>Requests for reimbursement of flight costs must be submitted within 60 days of purchasing the ticket(s).</p> <p>Any meals and lodging expenses must remain within the expense limits of the U.S. government travel regulations. Further, you must follow all regulations for reimbursable expenses as outlined in this Handbook and in your agreement.</p> <p>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>
Include a copy of the exchange rate(s).	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 (an exchange conversion should be then attached to



	<p>each expense in another currency).</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>
Make a copy of your complete expense report for your records.	Make a copy of all pieces of your expense report, including the log and all receipts.
Send completed expense report to GU/CIED.	<p>Email a PDF of your complete expense report in one document to GU/CIED or mail the original expense report to:</p> <p>English Language Specialist Program Georgetown University 3300 Whitehaven Street NW, Suite 1000 Washington, DC 20007</p> <p>Expense reports must be submitted within 60 days of incurring the expense and within 30 days of the end of your Agreement. Expense reports which are received late will not be processed.</p>

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

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

Are there deadlines for my expense reports?

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

Expense reports which are received late will not be processed.

Could my reimbursement request be denied?

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:

- Expense report was submitted 60 or more days after the expense was incurred;
- Your PAA ceiling, as listed in the Benefits section of your Agreement, has been exceeded;
- Incomplete documentation: you must submit all your documentation for an expense report in one complete package;
- Insufficient expense details: your receipts should show the breakdown of each expense in detail. If the receipt is not detailed, it is up to you to include an explanation of what the precise expense was;

- Disallowed expense items: if the expense is not allowed under the program policies, your reimbursement will be denied. If you are not sure if an expense is allowable, contact GU/CIED prior to purchase;
- The scan of your expense report is illegible (too small or too blurry to read);
- 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;
- Submitting exact same expense more than once; and
- Amazon or other on-line vendor receipts without proof that the purchased items have been shipped and delivered.

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.

Reimbursement payments can be expected within 10-15 business days following submission of a complete, approved expense report.

I had to purchase local/regional flights to travel between my project cities. How do I handle getting reimbursed for these flights?

Once you purchase your local/regional flights, you must submit to GU/CIED (on its own or as part of a larger expense report):

- 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.

All forms are all located [on the COP](#).

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

There is no minimum amount required to claim 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.

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 in your Agreement. GU/CIED cannot reimburse you for amounts that exceed your PAA ceiling. In some cases, your PAA ceiling may be increased with advance approval from your PAS/RELO.

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

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. Contact GU/CIED for further instructions.



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

Ideally, your expense report should include daily exchange rates for each corresponding expense. If you are unable to provide these, submit your expense report in local currency and GU/CIED will calculate the daily exchange rates for you based on the rates posted on oanda.com.

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.

Note that Viewpost does not have any information regarding program related information about your payments such as breakdown of the amounts deposited or the status of your reimbursement requests. Contact GU/CIED with any specific questions or concerns regarding your scheduled payments or reimbursements.

What else do I need to know about expense reports?

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

22. Return-to-Program Policy

Can I reapply to the program?

Once you have participated in the program, there is no need to reapply. However, we encourage you to update your EL Specialist application at <https://portal.elprograms.org> at least once a year to ensure we have your most current information and resume on file.

Can I participate in the program again?

DOS/ECA strongly encourages the use of new EL Specialist candidates. The program prioritizes projects that seek to give new opportunities to a diverse array of American citizens in celebration of the cross-cultural sharing and educational exchange that is the hallmark of the EL Specialist Program.

If you are selected to participate in the program again, you may not be on more than one U.S. Government-funded grant at the same time and you must successfully close out your current agreement before receiving another one.

If you are delinquent in submitting reports, deliverables, or materials, you will not be eligible for additional projects until you have submitted all the required documents. Similarly, if you owe funds to the program following termination of your agreement, you will not be eligible for additional projects until you have returned all owed funds to the program.

23. Social Media, Blogging, and Photographs

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

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 the termination of your project.

Also, as these will be your personal views and not those of the DOS during the time of your project, you are asked to 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 Specialist's own and do not represent the English Language Specialist Program or the U.S. Department of State."

How do I share my EL Specialist experience on social media?

The English Language Programs has robust presence on social media and we encourage you to engage with us on social media by sharing your EL Specialist experience. You can access our social media platforms as follows: [Twitter](#); [Facebook](#); [Instagram](#); [LinkedIn](#).

On Twitter, Facebook, Instagram you can tag us with @ELPrograms and also use the #ELSpecialist hashtag with your posts. While in your country of assignment, make sure to check with your PAS/RELO about the safety and security protocols regarding social media posts.

If I take photos of my work during my project, how will these be used by the EL Specialist program?

You are welcome to submit stories and photos of your project's impact on the COP or via email to GU/CIED at any time, as well as engage with us on social media as noted above. The program will formally collect stories and photos from you in two primary ways: through the submission of your final report and required Highlight (via the COP), as well as through the submission of your impact statement, which is due three months after the completion of your project (also via the COP).

Vibrant stories and photos may be selected for publication on the U.S. Department of State and English Language Programs websites. In some cases, your stories and photos may also be used in the program's VPDO, to help prepare future EL Specialists. We also encourage you to submit your stories to your university communications office to showcase how your project benefits your campus community.

Are the subjects of my photographs required to sign a consent form or a release waiver?

In most cases, yes. You are not required to get consent from participants in order for your photos to be posted solely on the elprograms.org website. However, if your photos will be used on U.S. Department of State websites, have those photographed sign the **Non-Program Participant Consent and Release Form** located on the COP and in your Agreement, and submit those forms to GU/CIED. It is best to collect consent signatures from guardians when photographing minors.

Further, in order for DOS/ECA or GU/CIED to feature you in any of their outreach or promotional materials (via Internet, broadcast channels, and/or print media), you must sign and submit the **Participant Consent and Release Form for All Exchange Participants** located on the COP and in your Agreement.

24. Representing the EL Specialist Program

I have been asked to make a presentation during my project. How should I introduce and represent myself as an EL Specialist?

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

25. Materials Developed During the Agreement Period

I developed materials specifically for use on my EL Specialist project. Do I own the copyright? What about materials that I create during my EL Specialist project?

All materials created or developed by you in advance of and/or during the agreement period for the specific fulfillment of the project duties become the exclusive property of the EL Specialist Program. The spirit of this exchange program is to provide access to educational materials to all and therefore, you may be asked to provide a full copy of any product or accompanying materials (PowerPoint presentations, handouts, etc.) you create for the EL Specialist Program to your partnering organization(s), PAS/RELO, GU/CIED, and/or participants.

For example, a participant in a workshop may request a copy of your presentation to adapt for his/her own classroom. If you developed the presentation specifically for the EL Specialist project, the program asks that you make those materials available upon request.

If you are adapting materials created previously and for a different purpose for your EL Specialist project, note that the EL Specialist Program cannot control what happens to materials that are used on a project. Workshop participants may choose to record your presentation, take pictures of slides you show, or make copies of handouts provided. The use of materials and resources created previously is at your own discretion.

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

GU/CIED intends to make these materials 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 EL Specialist Agreement.

26. Accompanying Persons

Can I bring someone with me on my project?

Consult with the PAS/RELO in charge of your project to determine whether it will be appropriate for any accompanying persons to travel with you during your EL Specialist project.

What type of support do you offer for accompanying persons?

Agreements are made with one person and do not cover any expenses for accompanying persons, including, but not limited to, travel, insurance, visa, medical expenses, lodging, food, or local transportation. If your PAS/RELO has approved accompanying persons on your project, all expenses and logistics for your accompanying persons are your sole responsibility.

Will my lodging accommodate accompanying persons?

The program is only required to identify lodging suitable for one person. See Section 8 of this Handbook for more information.



Do accompanying persons need to be U.S. citizens?

The program has no citizenship requirements for accompanying persons. It is your responsibility to ensure any accompanying persons 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' 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 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.

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.

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 project 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, as well as for their travel costs. GU/CIED is not responsible for helping to evacuate accompanying persons. You should contact the U.S. Embassy for guidance in getting accompanying persons evacuated.

27. Pets

Can my pet accompany me on my project?

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 lodging arrangements 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 lodging from your own funds. The program will not pay for special lodging 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 project. In such cases, you will forfeit your ticket to and/or from your project.

In addition, when you arrive in your country of assignment, the U.S. Embassy will not help you find pet-friendly lodging. All arrangements for your pet's travel and lodging 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.

