

## Study Abroad Annual Report Procedure

All study abroad faculty must submit the following information to the Office of Study Abroad and International Exchange at the conclusion of a study abroad program. If you have submitted some of these documents already, please make a note on your report and **DO NOT** submit them again.

### I: Financial Statements

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- 1) APSU Program Cost Breakdown (if applicable)
- 2) APSU Travel Authorization(s)
- 3) APSU Travel Expense Claim(s) with original receipts
- 4) Program Invoices (if applicable)

### II: Marketing Materials

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- 1) Provide a description of how you marketed the program.
- 2) Provide copies of any brochures, flyers, etc. that were not provided by our office.

### III: Faculty-Instructional and Administrative

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- 1) Course Syllabus
- 2) Evidence of timely grade reporting

### IV: Program Administrator Evaluation Form

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Please fill out the **Program Administrator Evaluation Report**. This form is available directly from our website under [Faculty Resources](#).

### V: Copies of any incident reports

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Please submit copy(s) of any incident (s). You should have received the Incident Report Form(s) during the Faculty Orientation. The form is also available on our website.

### ANNUAL REPORT DUE DATES:

- Summer Programs: October 15
- Winter Programs: March 15
- Spring Break Programs: May 15