

## **ANNUAL REPORT PROCEDURES**

Faculty must submit the following for review at the conclusion of a study abroad program:

### A. Financial Statements

- 1) APSU Program Cost Breakdown
- 2) Out-of-Country Travel form
- 3) APSU Travel Authorization
- 4) APSU Travel Expense Claim w/copies of receipts
- 5) Program Invoices

### B. Student Evaluation of Instruction/Experience/Management/Administration

- 1) APSU Study Abroad Program Evaluation

C. Marketing Materials- provide a description of how the program was marketed and copies of any available brochures, flyers, etc.

### D. Faculty-Instructional and Administrative

- 1) Course Syllabus
- 2) Evidence of Timely Grade Reporting
  - i. You must submit the BANNER SFASLST report

E. Program Administrator Evaluation Form

F. Copies of any incident reports