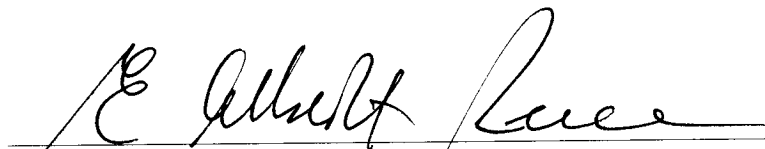


**UNIVERSITY OF MARYLAND SCHOOL OF MEDICINE
POLICY & GUIDELINES ON ALLOWANCES AND BENEFITS FOR
EXPATRIATES**

Read and Approved:



E. Albert Reece, MD, PhD, MBA
*Vice President for Medical Affairs, University of Maryland
John Z. and Akiko K. Bowers Distinguished Professor and
Dean, University of Maryland School of Medicine*

Dated:

March 19, 2010

Table of Contents

	Page
I. Introduction	1
II. Policy Objectives	1
III. Approval of Terms & Conditions of Expatriate Assignment	2
IV. Expatriate Allowances and Benefits	3
A. General Information: Allowances and Benefits	3
B. Allowances	4
1. Expatriate Living Cost Allowance (ELCA)	5
2. Hardship Allowance	6
3. Danger Pay	6
4. Housing Allowance	7
5. Primary and Secondary Education Allowance	7
C. Reimbursable Relocation and Travel Benefits	8
1. Relocation and Travel Expenses	9
a. Airfare	9
b. Taxis	9
c. Car Rental/Lease	9
d. Hotel/Lodging	10
e. Baggage	10
2. Shipping and Storage	11
3. Temporary Living Allowance	11
4. Shipment of Pet	12
5. Home Leave Travel	12
6. Educational Travel	12
D. Other Benefits	13
1. Health Insurance	13
2. Retirement	13
3. Emergency Evacuation Insurance	14
4. Leave	14
V. Termination or Conclusion of International Assignment and Repatriation	14
VI. General Notes	15
A. UMB Authorization of Expenses	15
B. Tax and Other Withholding	15
C. "Fly America Act"	15
D. Workers' Compensation Insurance Coverage for Expatriates	15
Addendums:	
A. Sample Faculty/Exempt Staff Expatriate Assignment Offer Letter	
B. Expatriate Allowances and Benefits Worksheet	
C. Travel Risk Policy and Waiver of Liability	
D. UMB Expatriate Allowances: Business Process for Housing and Educational Allowances Advances	

University of Maryland School of Medicine Policy & Guidelines on Benefits and Allowances for Expatriates

Effective March 19, 2010

I. INTRODUCTION

The University of Maryland School of Medicine (UMSOM) and the University of Maryland, Baltimore (UMB) are committed to making a global impact. Contributing to this objective is the effective staffing of international efforts. This Policy establishes guidelines for international assignments of UMSOM full-time faculty and exempt staff assigned to an international location (outside country of home residence) for more than 183 days in a rolling 12 month period. Such persons are referred to as Expatriates.

An expatriate assignment may involve conditions that differ from those of a U.S. assignment. This Policy has been developed to provide appropriate compensation for UMSOM Expatriates during an international assignment. Provisions of these guidelines apply to both faculty and exempt staff, unless specified otherwise.

All information provided below is to be used in conjunction with any existing USM/UMB/UMSOM policy and procedures as related to travel, employment and/or fiscal management.

This Policy does not apply to UMSOM employees living abroad during a leave, leave of absence or sabbatical.

II. POLICY OBJECTIVES

The objectives of this Policy are:

- ❖ To facilitate recruitment, and ongoing employment of expatriate employees and provide competitive levels of compensation and benefits.
- ❖ To communicate clear and consistent information regarding the terms of international assignments, while providing the flexibility needed to ensure individual assignment success.
- ❖ To ensure equitable treatment of Expatriates.
- ❖ To manage the cost of expatriate assignments.

PLEASE NOTE:

This Policy is not personal legal or tax advice for Expatriates. Information in this Policy should not be considered a substitute for personal legal or tax advice. A current or potential UMSOM employee considering international assignment is advised to consult with his or her own advisors regarding the issues addressed in this Policy. As a result of accepting an international assignment, the Expatriate may be responsible for filing taxes

in his/her home country and possibly the host country. UMSOM strongly advises that the Expatriate seek professional tax guidance. More tax information is available in government publications including the "Tax Guide for U.S. Citizens and Resident Aliens Abroad," Publication 54 of the Department of Treasury, Internal Revenue Service (www.irs.gov). Any descriptive documents representing organization-specific or program-specific IRS or foreign government agreements which may provide preferential tax treatment of all or part of the Expatriate's compensation should be submitted to the UMSOM Dean's Office for review and follow-up. Letters of offer to the expatriate candidates should contain language advising the candidate to seek expert tax advice.

III. APPROVAL OF TERMS & CONDITIONS OF EXPATRIATE ASSIGNMENT

The terms and conditions of an international assignment must be clearly outlined by the responsible department in an International Assignment Offer Letter [see Addendum A] and an Expatriate Allowances and Benefits Worksheet [see Addendum B] for both new hires and current employees. These documents must be drafted by the department requesting the International Assignment and are subject to the approval by the Dean or the Dean's designee (for faculty) or Human Resource Services Compensation Department (for exempt staff) before an offer of international assignment can be extended.

An initial expatriate assignment will generally be limited to an appointment period of no more than two years. At the end of the initial appointment period:

1. The assignment may conclude;
2. The assignment may be renewed for another appointment period with similar benefits/allowances;
3. The assignment may be renewed for another appointment period with different benefits/allowances.
4. In some cases, the Expatriate will ultimately transition to the local workforce, in which case, local workforce policies will apply instead of this policy.

For new hires, the International Assignment Offer Letter does not substitute for a standard employment offer letter. The employment offer letter must include the following statement when describing the job expectations: "As we discussed the primary duties of your employment will be performed in (insert country). Attached is a letter outlining the details of this assignment". The international assignment letter would serve as an addendum to the employment offer letter.

In addition to the approved International Assignment Offer Letter, the candidate should also receive a copy of this Policy, a copy of the UMB Policy on Travel (<http://www.finesvc.umaryland.edu/images/TRAVEL.pdf>) and a copy of the UMB International Travel Risk Policy which includes the *University of Maryland Baltimore International Assignment Warning and Release of Liability* form [see Addendum C]. The International Assignment Offer letter and *University of Maryland Baltimore International*

Assignment Warning and Release of Liability must be signed and dated by the employee to indicate acceptance and must include a signed receipt of confirmation by UMB (see Section VI.D. Workers' Compensation Insurance Coverage for Expatriates below). As indicated in the UMB Policy on Travel, pre-approval by processing an out-of-state travel request form is required for all out-of-state travel. This form can be accessed on the UMB Financial Services website at <http://www.fincsvc.umaryland.edu/travel/forms.cfm>.

IMPORTANT NOTE: Any proposed material alteration to the terms and conditions of the international assignment must be re-submitted to the Dean, Dean's Designee or HR Compensation Department for review and approval before it is offered.

IV. EXPATRIATE ALLOWANCES AND BENEFITS

A. General Information: Allowances and Benefits

The allowances and benefits described in this section are intended to provide the Expatriate with a competitive level of compensation and benefits to allow the Expatriate to successfully relocate to the assignment location, complete the assignment and repatriate after the assignment concludes.

The compensation and benefit package for an Expatriate will be proposed by the Program Director in accordance with policy guidelines. The Program Director is required to request and obtain approval by the Dean or the Dean's designee before the offer is presented to the Expatriate (see Section III above). Elements of such a package may include, in addition to base salary, provisions for living costs, travel, hardship, danger, housing, education allowances and other benefits. Guidelines for living costs, danger, hardship, housing and education allowances are based primarily on U.S. Department of State allowance schedules. Other guidelines for compensation and benefits may be utilized in locations where Department of State data is not valid, available or appropriate. Such alternative guidelines must be reviewed and approved by the Dean or the Dean's designee before being acceptable for use under this policy. Each section of this policy will specify whether the specific allowance/benefit applies to the entire length of the expatriate assignment, or if it is subject to time limitations, or if its application is entirely optional.

It should be noted that U.S. Department of State (or other approved source) regulations and resources are used in this policy solely for reference for appropriateness of type and amount of certain allowances and benefits and that not all allowances, benefits and provisions that are available to U.S. Federal employees under the U.S. Department of State regulations or under the Federal Travel Regulations, 41 C.F.R. part 300 and U.S. Department of State "Standardized Regulations (Government Civilians, Foreign Areas)" are available to non-federal employees including State of Maryland employees. Any requests recommended by the Program Director for exceptions to the allowances and benefits described in this policy will be considered by the Dean on a case by case basis.

Exceptions must be listed on the Expatriate Allowances and Benefits Worksheet and accompanied by appropriate documentation and a written justification which is signed by the Program Director and Department Chair prior to the release of the International Assignment Offer Letter according to the process indicated in Section III above.

Because any expenditure incurred must ultimately be allowable under contract terms, the University is reluctant to enter into any agreements that are inconsistent with these expatriate policies. These policies should, therefore, guide PI negotiations with sponsors and collaborators as agreement terms and language are developed. If certain required allowances and/or benefits are not permitted or are limited by the sponsor, this must be indicated on the Expatriate Allowances and Benefits Worksheet with limiting grant/contract sponsor terms and conditions attached, and must be disclosed to the Expatriate in the International Assignment Offer Letter according to the process indicated in Section III above.

The specific allowances and benefits package established for the Expatriate will be reviewed for updates at least annually upon the anniversary date of the initial appointment. If conditions change in the assignment country such that allowance rates are adjusted by the U.S. Department of State (or other SOM approved data source), allowances may be updated more frequently. It is the responsibility of the Department Chair and Program Director to ensure all approved benefits and allowances are administered in a timely fashion and according to the guidelines outlined in this document.

Expatriates are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business or if relocating a personal residence. Expatriates are responsible for expenses not expressly allowed by this Policy or for costs over the limits established in this or other applicable USM/UMB/UMSOM policies. Initial allowance levels are determined by the policy and regulatory provisions in effect at the time the Expatriate reports for duty at the international assignment location. The Expatriate will be reimbursed for UMSOM allowable expenses based on the exact cost not to exceed the maximum allowed by the U.S. Department of State calculations. Receipts are required for all reimbursable expenses.

Expatriates must regularly complete and submit UMB timesheets.

B. Allowances

The allowances described in this section are divided into two categories: (1) those that are mandatory (based on local conditions) for at least the first two years of the Expatriate assignment (optional thereafter), and (2) those that are optional. In some cases, an employee may ultimately transition to the local workforce, in which case, local workforce policies will apply instead of this policy (see Section III.).

One of the main objectives of this policy is to ensure equitable treatment of Expatriates. It is important that Program Directors offer compensation and allowances equitably and consistent with the policy. Requests for deviations from policy standards must include a statement explaining why the deviation is appropriate and must be approved by the Dean or the Dean's Designee according to Section III above. Program Directors must be mindful to avoid differences in compensation and allowances that may result in actual or apparent illegal discrimination.

Allowances are determined as a function of assignment location, and in some cases, the expatriate's UMSOM base pay, or other factors such as family size at the assignment location. UMSOM uses U.S. Department of State (or other SOM approved data source), tables to determine appropriate Expatriate Living Cost, Hardship, Danger and Education Allowances. Housing allowance, if applicable, will be guided by the U.S. Department of State or other UMSOM-designated foreign housing survey database, depending upon data validity and availability. Determination of allowance levels for a particular expatriate assignment, are made at the time the offer is made and are reviewed at least annually. Allowances may be increased or decreased. Departments are encouraged to provide as much advance notice as possible to Expatriates of any change in allowance levels.

If indicated by the U.S. Department of State (or other SOM approved data source), the following allowances will apply for no less than the first two years of an expatriate assignment and may be optional thereafter, based on approval by the Dean or designee. (For purposes of the application of allowances, a change in terms of appointment to a different country, or renewal of appointment to a different country from the previous appointment generally constitutes a new expatriate assignment for purposes of computing the initial two years of an Expatriate assignment).

The following allowances are available to all expatriates as indicated in the guidelines listed below:

1. Expatriate Living Cost Allowance (ELCA)

ELCA is equivalent to the U.S. Department of State's Cost of Living Allowance. It is intended to offset a higher living cost and is related to the Expatriate's base pay as well as the size of the Expatriate's family at post. ELCA is determined by the U.S. Department of State (or other SOM approved data source), and is reviewed regularly and is subject to change without advance notice. ELCA is not a straight percentage of salary. ELCA is based on an index of the living costs at the host country relative to the living costs in the home country as applied to the Expatriate's spendable income. If the U.S. Department of State (or other SOM approved data source) indicates that an ELCA is not necessary (as the living costs in the host location is less than the living costs in the home location), an ELCA will not be paid.

Spendable income is defined by the U.S. Department of State as that portion of base salary available to the Expatriate after typical deductions for Federal, State, and local income taxes; U.S. shelter and household utility expenses; retirement funds; contributions and gifts to persons and organizations outside the family; life insurance programs and personal savings.

Expatriates receiving a Temporary Living Allowance are not eligible for ELCA until their temporary living allowance is discontinued. ELCA is paid through the University payroll system and is reported by the University as part of the employee's taxable income.

The ELCA prescribed for an Expatriate's host country location shall commence as of the latest of the following dates:

- 1) Date of employee's arrival at a new host country location (after temporary living expenses have ceased);
- 2) Effective date of assignment, if employee is already at the new host country location working or on a leave; or
- 3) The effective date on which a location is classified for ELCA.
ELCA will be discontinued if the Expatriate and his/her family are absent from the host country location for more than 30 calendar days.

2. Hardship Allowance

The Hardship Allowance is designed to provide additional compensation to employees on an international assignment at a location where conditions of environment differ substantially from conditions of environment in the continental United States as specified by the U.S. Department of State (or other SOM approved data source). Hardship Allowance is reviewed regularly and is subject to change without advance notice. Hardship Allowance is determined as a percentage of base salary, is paid through the University payroll system and is reported by the University as part of the employee's taxable income.

The Hardship Allowance prescribed for an employee's host country location shall commence as of the latest of the following dates:

- 1) Date of employee's arrival at a new host country location;
- 2) Effective date of assignment, if employee is already at the new host country location working or on a leave; or
- 3) The effective date on which a location is classified for Hardship allowance

Hardship Allowance will be discontinued if the Expatriate and his/her family are absent from the host country location for more than 30 calendar days.

3. Danger Pay

Danger Pay is designed to provide additional compensation for travel to an area designated for danger pay by the U.S. Department of State where civil insurrection, terrorism, or war conditions threaten physical harm or imminent danger to Expatriates. Danger pay is payable to the Expatriate for every day spent

in the qualified area regardless of the length of the assignment. Danger Pay is paid as a percentage of the base salary rate. Danger Pay is not paid for any time spent outside the danger area regardless of the purpose of the absence (work or leave). The U.S. Department of State determines locations eligible for danger pay, the percentage of Danger Pay, and the effective dates for Danger Pay.

Danger pay allowance is subject to change without advance notice. Danger pay is paid through the University payroll system and is reported by the University as part of the employee's taxable income.

Expatriates should indicate time eligible for danger pay on their time sheet.

The following allowances are optional meaning their application is subject to the election of the Program Director with approval by the Dean or the Dean's Designee. Given that one of the main objectives of this policy is to ensure equitable treatment of Expatriates, it is important that Program Directors apply these allowances in such a way so as to be consistent with this objective.

4. Housing

Either a housing allowance or physical housing may be provided. If a housing allowance is provided, the maximum amount of the housing allowance will be guided by the U.S. Department of State or other UMSOM-designated foreign housing survey database in order to provide reasonable housing (usually furnished) to the Expatriate and family accompanying the Expatriate. The Expatriate would be reimbursed for UMSOM allowable expense based on the exact cost not to exceed the maximum allowed. Housing Allowance is subject to change on an annual basis. Expatriates receiving a Temporary Living Allowance are not eligible for a housing allowance until their temporary living allowance is discontinued.

Any housing allowance provided by UMSOM is reported by the University as part of the employee's taxable income. When UMSOM, or an organization affiliated with or under contract with UMSOM, owns, rents or leases housing (living quarters) for the Expatriate, or otherwise causes it to be made available to the Expatriate at no cost to the Expatriate, the fair market value of the housing, based on the market in which the housing is located, will be reported by the University as earned income taxable to the Expatriate. The department must report the fair market value of the housing to the UMB Financial Services at least once annually prior to the close of the UMB fiscal year. If the employee does not receive a housing allowance from UMSOM and the employee pays fair market value rental for UMSOM or affiliate housing, that amount will not be added to earned income taxable to the Expatriate.

If advance payments are required for a lease, UMB may advance the funds based on appropriate documentation [see Addendum D.]

5. **Primary and Secondary Education Allowance**

Primary and secondary education assistance may be provided for the Expatriate's minor dependent children (for the purposes of this policy, the State of Maryland Department of Budget and Management definition of "qualified dependent" is used) when host country public schooling is inadequate (as defined by U.S. Department of State or other SOM approved data source) for his/her dependents. The education allowance is designed to assist in defraying those costs necessary to obtain educational services which are ordinarily provided without charge by the public schools in the United States.

If provided, the maximum amount allowable will be determined in accordance with the U.S. Department of State (or other SOM approved data source) guidelines. Rates of education allowance are provided for "school at the host country location", "school away from the host country location" and "home study/private instruction" in the U.S. Department of State index. Where a local school is deemed adequate by the U.S. Department of State, the "school at post" and the "school away from post" rates are identical. When a local school is deemed to be inadequate, a higher allowance rate is established to assist with the costs of attending a school way from the post. An employee normally receives an education allowance for each school year, or fraction thereof, on behalf of a child in grades K-12.

The Expatriate will be reimbursed for UMSOM allowable expense based on the exact cost not to exceed the maximum allowed. The allowance will be provided during the duration of the assignment, provided the minor dependent(s) are still attending the school. The education allowance may be reduced if education costs are reduced resulting from the attendance of more than one family member in the school. In this case, the education allowance shall be adjusted accordingly. Where costs are in local currency, United States dollar estimates shall be based on the rate of exchange available to the employee on the date of application to the school. The application shall show the exchange rate used.

The education allowance will be reported by the University as part of the Expatriate's taxable income.

If advance payments are required for tuition, UMB may advance the funds based on appropriate documentation [see Addendum D.]

C. Reimbursable Relocation and Travel Benefits

The following relocation benefits are available to all expatriates as indicated in the guidelines listed below:

1. Relocation and Travel Expenses:

To ensure as smooth a transition as possible to the assignment location, the Expatriate will be reimbursed for reasonable expenses associated with relocation to the assignment location and repatriation at the end of the assignment. The expenses will be paid for or reimbursed based on the actual costs not to exceed the maximum allowed by the U.S. Department of State (or other SOM approved data source) calculations and any applicable UMB Travel Policy limits. Receipts are required for all reimbursable expenses.

As with UMSOM employment in a domestic location, allowable business expenses associated with travel away from the assignment location which are incurred by an Expatriate for the benefit of UMB and within the scope of UMSOM employment, may be submitted for reimbursement in accordance with the UMB Policy on Travel. Such expenses may include round trip airfare, other public transportation, taxis, hotels/lodging, car rentals and meals. These expenses are not reported by the University as being part of the Expatriate's taxable income.

Excluded travel costs include costs resulting from circuitous routes, avoidable delays, luxury accommodations, or services unnecessary or unjustified within the scope of UMSOM employment.

a. Airfare:

Round-trip airfare and other reasonable and necessary associated travel expenses for the Expatriate and any approved family members, from the Expatriate's permanent residence to the assignment location at the beginning of the assignment and return at end of assignment. Maximum allowable reimbursement amounts follows federal regulations including the Fly America Act (where applicable).

b. Taxis:

Use of public transportation is encouraged whenever safe, practical and available. Taxis are authorized between home and the airport and between the airport and the hotel. When office and/or public transportation are not available to go to meetings or for other business, taxicabs are authorized. However in many third world international settings taxis are not reliable and safe and with vehicular death a leading cause of death in the developing world, travelers are encouraged to use only high quality licensed car services such as may be employed by international hotels.

c. Car Rental/Lease:

Expatriates traveling in developing world settings must obtain prior approval of the Program Director before renting or leasing a car if reimbursement from the University will be sought. For safety and security purposes, Program Director approval of car rental or leases in

developing world settings should be subject to limited geographic areas of the host country. The Expatriate should check with UMB's Risk Management Department at 410-706-7034 for the latest information on insurance coverage provided or recommended to protect the traveler and UMB. Any additional insurance recommended by UMB is a reimbursable expense.

d. Hotel/Lodging:

Hotel costs should be consistent with USM/UMB Travel Policy. In instances when the traveler is unable to obtain federal government hotel rates, case-by-case exceptions to the UMB Travel Policy reimbursement levels may be requested in writing to the Director of UMB's Department of Financial Services for consideration. Appropriate cost documentation must be included with the request. Lodging receipts are always required. Day rooms are only authorized and reimbursed if a scheduled flight layover is 8 hours or more.

Any overage, such as costs resulting from non-UMB unapproved travelers sharing the accommodations, is the personal financial responsibility of the Expatriate. The Expatriate must obtain written documentation of the single rate and submit it with his/her hotel receipt when others have shared his/her room. The hotel should be close to the location where the Expatriate will be working.

Employees seeking hotel housing/lodging in developing world settings should stay in hotels operated by international hotel chains where security is the highest priority or in local accommodations approved by the Program Director or their local designee for safety and security purposes.

e. Baggage:

As part of his/her relocation/repatriation, an Expatriate may be reimbursed for the following expenses related to baggage:

- transportation charges for authorized excess baggage
- necessary charges for transferring baggage
- necessary charges for storage of baggage when such charges are the result of official business
- charges for checking baggage
- charges or tips at transportation terminals for handling Government property carried by the traveler.

The Program Director must authorize the extent of an Expatriate's baggage allowance prior to departure.

2. Shipping and Storage

Expatriates will be provided a round-trip shipping allowance based upon actual costs resulting from the selected vendor after soliciting at least three competitive bids of international shippers on a weight basis (generally not to exceed 20,000 lbs) and a storage allowance of up to \$300 per month during the length of the expatriate assignment. A lesser weight and higher storage allowance may be appropriate if furnished housing is provided. Exception to these limits may be granted with written justification from the department chair and with dean or dean designee approval. Shipping and storage expenses are not reported by the University to be part of the Expatriate's taxable income.

Shipping of boats, and/or weapons is forbidden. Shipping of personal vehicles is generally discouraged as in most cases it is more cost effective to purchase, rent or lease a local vehicle, or have the Program Director arrange for official vehicles to be available for personal use during non-business hours and subject to reimbursement for mileage expenses by the Expatriate.

3. Temporary Living Allowance

In order to permit the Expatriate time to locate permanent housing (if not provided by UMSOM), the standard UMB per diem for lodging and meals will be provided to the Expatriate until reasonable permanent housing can be acquired.

Supporting receipts providing evidence of the daily cost of temporary lodging and meals shall be supplied by the Expatriate. (In approved situations, certified statements or other appropriate documentation may be accepted). Only actual and reasonable subsistence expenses incurred incident to the occupancy of temporary quarters shall be reimbursed. Temporary living expenses are not reported by the University to be part of the Expatriate's taxable income.

Expenses of local transportation and other expenses not directly related to basic daily living expenses are not reimbursable under this allowance. Should annual leave be taken during this time, the Temporary Living Allowance will be paid for days prior to the leave or days subsequent to the leave, but not both.

ELCA or housing allowance will not be paid as long as the Expatriate is receiving a temporary living allowance.

The following travel expense benefits are optional. Their application is subject to the election of the Program Director with approval by the Dean or the Dean's Designee. Given that one of the main objectives of this policy is to ensure equitable treatment of Expatriates, it is important that Program Directors apply these

allowances in such a way so as to be consistent with this objective. These allowances generally should be offered only when they are fully reimbursable to UMSOM under the terms of the grant, contract, or other agreement, with the sponsor of the assignment.

4. Shipment of Pet

Reasonable expenses associated with shipment of pets can be reimbursed at the discretion of the Program Director.

5. Home Leave Travel

Reasonable expense of round-trip air travel from location of international assignment to the Expatriate's home of residence for the Expatriate and authorized family may be available annually upon completion of the first six-months of an expatriate assignment that is of one-year or more duration. Home Leave must be scheduled in consultation with the Expatriate's supervisor. Any expenses beyond airfare during the leave period are the responsibility of the Expatriate. The Expatriate must utilize earned leave as appropriate. Expatriates who do not complete the minimum one year term required to receive this benefit must reimburse UMSOM for costs of benefits provided. Home Leave Travel, if provided by UMSOM, is reported by the University to be part of the Expatriate's taxable income.

Anniversary Date for Home Leave:

- a) Subsequent home leave travel trips may be authorized twelve months after the first leg of the first home leave travel trip. After the anniversary date is established upon initial travel, it remains the same for subsequent trips.
- b) When an Expatriate transfers from one foreign post to another without a break in service, the anniversary date remains the same. However, if an Expatriate is assigned to the U.S. for a twelve month period or more, a new anniversary date is established.

6. Educational Travel

If one or more dependent children (for the purposes of this policy, the State of Maryland Department of Budget and Management definition of "dependent" is used) of the Expatriate are attending secondary, undergraduate college, post secondary vocational or technical education on a full-time basis at a distant location from the assignment post, reasonable expense of round-trip air travel from location of international assignment to the school (or vice versa) may be authorized once annually for each applicable child upon completion of the first six-months of an expatriate assignment that is of one-year or more duration. Expatriates who do not complete the minimum one year term required to receive this benefit must reimburse UMSOM for costs of benefits provided. Education Travel, if provided by UMSOM, is reported by the University to be part of the Expatriate's taxable income.

Anniversary Date for Educational Travel:

- a) Subsequent education travel may be authorized twelve months after the first leg of the first educational travel trip. After the anniversary date is established upon initial travel (e.g. on September 1), it remains the same for subsequent trips. Since schools have widely varying opening and closing dates, especially on the college level, a 14-day period to the eligibility date may be allowed on an individual case by case basis to be reimbursed when the child actually becomes eligible.
- b) When the Expatriate transfers from one foreign post to another without a break in service, the anniversary date remains the same. However, if an Expatriate is assigned to the U.S. for a twelve month period or more, a new anniversary date is established.

D. Other Benefits

The following benefits are available to all Expatriates as indicated in the guidelines below for the entire length of the expatriate assignment.

Expatriates are encouraged to meet with a UMB benefits representative from Human Resource Services to determine the applicability of the following benefits and any other benefits that may be available.

1. Health Insurance:

Beginning a new assignment as an expatriate is considered to be a qualifying life change for the purposes of making changes to health benefits plans. Each Expatriate is advised to consult with the benefits manager or representative from Human Resource Services for a benefits review prior to embarking on an International Assignment. Expatriates will be advised to select the available State of Maryland health plan that, in their evaluation, best meets their needs for medical coverage for the geographic area in which the employee and their covered dependents will be residing while on assignment. (At the time this Policy is being written, Carefirst PPO is the only provider that has in-network benefits available for Expatriates and their families, as well as for any international traveler, provided Carefirst authorizes the care.)

The University does not represent that UMB benefit plans offer benefits in foreign countries equivalent to those available in Maryland. All Expatriates are encouraged to investigate whether additional medical insurance is available to pay for medical services such as "up front" advance payments that are often required by health care providers outside the U.S. Any such additional insurance is obtained at the Expatriate's expense.

2. Retirement Plan:

Expatriates who are eligible to participate in a retirement plan while working for UMB in the U.S. may participate in the same retirement plan(s) during the term of international assignment. Retirement plan contribution and benefit amounts are

calculated using the base salary only; the calculation excludes all additional Expatriate compensation.

3. Emergency Evacuation Insurance

Emergency evacuation insurance to provide transportation, travel and temporary lodging expenses for emergency evacuations (medical/civil or political unrest) for the Expatriate (and any immediate family member authorized to accompany the Expatriate) from the international post of assignment to the U.S. or another designated point will be provided at UMSOM's expense. Emergency Evacuation Insurance is required for all employees traveling outside the U.S. regardless of length of stay.

4. Leave

Expatriates receive the same leave offered to non-expatriate UMB employees. Official government holidays that are celebrated in the assigned country will be counted against the Expatriate's holiday, annual or personal leave. Expatriates must regularly complete and submit UMB timesheets.

V. TERMINATION OR CONCLUSION OF INTERNATIONAL ASSIGNMENT AND REPATRIATION

Expatriates are expected to complete the full term of the international assignment as indicated in the International Assignment Offer Package. However, the international assignment may be voluntarily terminated by the Expatriate or may be subject to involuntary termination at the discretion of the department chair or dean. In order to ensure the Expatriate is separated under the jurisdiction of U.S. and Maryland law, any termination of UMB employment (in accordance with the applicable USM/UMB/UMSOM policy on separation) should be effective after the Expatriate has been repatriated (returned to the Expatriate's permanent U.S. residence). Please note that Expatriates who do not complete the full term of assignment due to a voluntary separation may be required to reimburse UMSOM for benefits and expenses provided by UMSOM, as determined by the Dean or the Dean's designee.

The Department Chair should consult with the Dean's Office and UMB Human Resource Services in advance with regard to all separations and terminations from UMSOM.

The Expatriate and any approved family members shall receive air transportation and other reasonable and necessary associated travel expenses from the location of the international assignment to the Expatriate's permanent U.S. residence when the International Assignment is voluntarily or involuntarily terminated/concluded. Costs associated with moving back and relocating to the location of permanent residence will be reimbursed based on receipts and maximum limits stated in this policy. The maximum expenses for all return benefits and allowances will be determined in accordance with UMB policies and federal regulations for per diem or actual cost reimbursement limits and are subject to prior approval by the Program Director. (See: Federal Travel

Regulations, 41 C.F.R. part 300 and U.S. Department of State “Standardized Regulations (Government Civilians, Foreign Areas)”.)

Allowances, evacuation insurance and provision of free or subsidized housing will terminate at the conclusion of the International Assignment. At the conclusion of an international assignment, an Expatriate must return to the U.S. within five (5) calendar days after the date of conclusion of the International Assignment. Expatriates should be aware that failure to timely return to the U.S. is a violation of the terms of UMSOM employment and grounds for termination for cause.

All return transport of baggage, personal and household items must be initiated within twenty (20) calendar days after the date of termination or conclusion of the International Assignment. UMSOM may ship the items to the Expatriate’s designated place of permanent U.S. residence or to dispose of the items as abandoned property, if shipping is not initiated by the Expatriate in a timely manner.

VI. GENERAL NOTES

- A. UMB Authorization of Expenses:** It is the responsibility of the Program Director or designee to verify all receipts based on the current allowable expense outlined above prior to submitting the expense reimbursement forms to Financial Services. Retention of appropriate documentation for grant/university auditing is the responsibility of the Program Director. Untimely submission of reimbursement requests may result in non-payment.
- B. Tax and other withholding:** UMB generally must withhold U.S. income tax from the pay of a UMSOM Expatriate. UMB will withhold Social Security and Medicare taxes and pay employer federal unemployment insurance taxes based on the full amount in income paid to a UMSOM Expatriate. Income may include base salary, additional benefits and allowances.
- C. “Fly America – US-EU Open Skies Agreement”:** Expatriates and authorized family members must comply with the terms of the Fly America – US-EU Open Skies Agreement (41CRF Part 301-310) which requires that air travel funded with federal funds be conducted on air carriers approved by this regulation regardless of cost/price unless an approved exception applies.

For more information on UMB requirements for international travel, contact the UMB Travel Coordinator in Administration and Finance, Department of Financial Services.

- D. Workers’ Compensation Insurance Coverage for Expatriates -** To ensure all Expatriates are covered by Workers Compensation it is mandatory that the employment contract be executed in the State of Maryland. This means either

1) the Expatriate must be physically in Maryland when signing the contract, or
2) the Expatriate may be at a physical location other than the State of Maryland but UMB must be the last signatory of contract. The date of the signatures must provide proof that UMB has signed the contract last. All signatures on behalf of UMB must be made by an authorized UMB agent who is physically working in the State of Maryland.

ADDENDUM A.

INTERNATIONAL ASSIGNMENT LETTER FOR FACULTY OR EXEMPT STAFF THIS IS IN ADDITION TO THE OFFER LETTER

DATE

PROSPECTIVE EXPATRIATE
ADDRESS

Dear PROSPECTIVE EXPATRIATE:

This is to confirm the assignment to CITY, COUNTRY, as part of your proposed faculty appointment as FACULTY TITLE/EXEMPT STAFF TITLE in the University of Maryland School of SCHOOL's Department of DEPARTMENT/HIRING UNIT. The start date of the assignment is START DATE and anticipated to continue until EXPATRIATE APPOINTMENT END DATE, assuming successful annual renewals of your faculty appointment. You will report to Dr. SUPERVISOR, SUPERVISOR ADMINISTRATIVE AND ACADEMIC TITLES of DEPARTMENT, who will be based in CITY, STATE OR COUNTRY.

To assist with your assignment, the following will be provided, and subject to limits, terms and conditions in the attached *UMSOM Policy & Guidelines on Benefits and Allowances for Expatriates*, *UMB International Travel Risk Policy* and the *UMB Policy on Travel* [INCLUDE ONLY THOSE THAT APPLY AND INCLUDE ANY TIME LIMITATIONS IF APPLICABLE]:

- Emergency Evacuation Insurance paid by the University (not reported by University as part of taxable income)
- Travel to CITY, COUNTRY from your residence at the beginning of the assignment; procured by the University (not reported by University as part of taxable income)
- Travel from CITY, COUNTRY to your residence at the end of the assignment; procured by the University (not reported by University as part of taxable income)
- Round trip shipping allowance based upon actual costs resulting from the selected vendor after soliciting at least three competitive bids of international shippers on a weight basis (generally not to exceed 20,000 lbs) (not reported by University as part of taxable income).
- Storage allowance up to a maximum of \$300/month reimbursement during your assignment (not reported by University as part of taxable income).
- Salary Allowance(s) (biweekly amount(s) computed on your annual base salary of \$BASE SALARY). These allowances will be paid through your paycheck and are reported by the University as part of your taxable income:
 - Expatriate Living Cost Allowance \$BIWKLY AMT (\$ANNUAL AMT)
 - Hardship Allowance \$BIWKLY AMT (\$ANNUAL AMT)
 - Danger Pay \$BIWKLY AMT (\$ANNUAL AMT)
- [OPTIONAL]Housing Provision Description or Allowance: A housing allowance not to exceed \$MONTHLY HOUSING ALLOWANCE per month will be provided. This rate

is based on your family size (total number relocating including you and immediate family authorized to accompany you) and living costs in CITY, COUNTRY. Housing allowances may be advanced if required to engage in a long term lease (see *Addendum D of University of Maryland School of Medicine Policy & Guidelines on Allowances and Benefits for Expatriates*). This benefit will be reported by the University as part of your taxable income.

- [OPTIONAL]Home Leave Travel: If your assignment is for one-year or more, after six (6) months in country, you will be provided with reimbursement for one round-trip ticket to your home of record and annually thereafter. This will be reported by the University as a part of your taxable income and will be reimbursed to you in your paycheck.
- [OPTIONAL]Primary and Secondary Education Allowance: An education allowance for [#] of your school-age minor dependent children authorized to travel with you, not to exceed \$ANNUAL EDUCATION ALLOWANCE per year. The education allowance may be advanced (see *Addendum D of University of Maryland School of Medicine Policy & Guidelines on Allowances and Benefits for Expatriates*). This benefit will be reported by the University as part of you taxable income and will be paid out to you in your paycheck.
- [OPTIONAL]Educational Travel: After six (6) months in country, reimbursement for one round-trip ticket to [LOCATION OF SCHOOL] to visit your dependent child[ren] and annually thereafter as long as your child[ren] is[are] attending school full-time at a distant location from the assignment location. This will be reported by the University as part of your taxable income and will be reimbursed to you in your paycheck.

Guidelines for living costs, danger, hardship, housing and education allowances are based primarily on U.S. Department of State allowance schedules (or other provider in locations where U.S. Department of State data is not valid, available or appropriate). Allowances will be reviewed at least annually upon the anniversary date of the assignment, and may be increased or decreased as conditions warrant.

As a University of Maryland, Baltimore employee, you receive standard benefits for an exempt employee including annual leave, health, and retirement benefits. Please see <http://www.hr.umaryland.edu/benefits/> for more information on benefits and refer to the attached policies (*UMSOM Policy and Guidelines on Allowances and Benefits for Expatriates*, *UMB International Travel Risk Policy* and the *UMB Policy on Travel*) for further clarity as it relates to international travel and benefits.

As a result of accepting this international assignment, you may be responsible for filing taxes in your home country and possibly the host country. UMSOM strongly advises that you seek professional tax guidance. More tax information is available in government publications including the "Tax Guide for U.S. Citizens and Resident Aliens Abroad," Publication 54 of the Department of Treasury, Internal Revenue Service (www.irs.gov).

Any questions as to how current policies and practices will apply to you while abroad should be addressed to your immediate supervisor. Please sign and return this letter and the attached release of liability prior to your departure.

On behalf of the University, I would like to thank you for your participation in this assignment.

Sincerely,

[DEPARTMENT CHAIR FOR FACULTY / HIRING SUPERVISOR FOR EXEMPT STAFF]

This letter is an addendum to the conditions of my offered or existing employment and by signing this addendum, I agree to the above additions.

PROSPECTIVE EXPATRIATE

Date

I hereby confirm receipt of this signed addendum and accept it on behalf of the University of Maryland, Baltimore.

UMB Supervisor residing in Maryland

Date

ADDENDUM B.

ALLOWANCES AND BENEFITS CHECKLIST & WORKSHEET FOR FACULTY AND EXEMPT STAFF RELOCATING FOR INTERNATIONAL ASSIGNMENTS AS EXPATRIATES

This checklist and worksheet should be completed while consulting the *University of Maryland School of Medicine Policy & Guidelines on Allowances and Benefits for Expatriates*. This document outlines what must be submitted to the Dean's office (for faculty) or the Human Resource Services Compensation Department (for Exempt Staff) **prior to any job offer being extended and prior to offering a current employee an international assignment as an expatriate. This document is intended for internal review and approval purposes only. Please provide sufficient lead time for review and approval.**

1. Letters: An offer letter for a new faculty/or exempt staff hire - outlining terms of hire and an international assignment letter outlining the specifics of the Employee assignment.
2. Submit Employee worksheet and funding source information with drafts of the offer/assignment letters and any other basic hire documentation normally required with that specification.
3. The Dean's office will review the submitted documentation for faculty assignments and Human Resource Compensation manager will review for exempt staff assignments prior to approving. A copy of the signed worksheet plus a copy of the offer and/or assignment letters should be submitted with the employee action form to the HR Service Center.
4. All renewals and/or changes must follow this same procedure.

Date:	Preparer:	Phone #:	eMail:
-------	-----------	----------	--------

Expatriate Worksheet Personnel Information

Name of Employee:	
Category of Employment:	
UMB Job Title:	
Job Title at International Assignment:	
Location of Assignment (Country, City and Institution Name):	
UMB Supervisor for International Assignment and Supervisor Title:	
Proposed Start Date:	
Proposed End Date:	
Anticipated # of Renewals:	
List all family accompanying employee, & relationship:	
Brief Description of Employee's Assignment:	

List all other employees compensated by UMB or any State of Maryland entity currently working at the proposed International Assignment location:

Name of Employee	Job Category	Length of Assignment

Please check:

- Housing provided by UMB on work-site
- Housing provided by UMB off work-site
- Housing purchased by employee

Funding and Salary Information

Please note:

- For many of the allowances and benefits authorized under the *University of Maryland School of Medicine Policy on Allowances and Benefits for Expatriates*, the calculation for determining the appropriate allowance is based upon the "U.S. Department of State Standardized Regulations (Government Civilians, Foreign Areas)" (or other SOM approved data source),. The requesting department should obtain the most current information from <http://aoprals.state.gov/> (or other SOM approved data source), and attached detailed calculations to this worksheet.
- Since most expatriates will be paid from external funding, please keep in mind that any expenditure incurred must be allowable under the sponsor's grant/contract terms and conditions.
- The *University of Maryland School of Medicine Policy on Allowances and Benefits for Expatriates* does not represent personal legal or tax advice for expatriates. Information in the Policy should not be considered a substitute for personal legal or tax advice. A current or potential UMSOM employee considering international assignment is advised to consult with his or her own advisors regarding the issues addressed in this Policy. As a result of accepting an international assignment, the Expatriate may be responsible for filing taxes in his/her home country and possibly the host country. UMSOM strongly advises that the Expatriate seek professional tax guidance. More tax information is available in government publications including the "Tax Guide for U.S. Citizens and Resident Aliens Abroad," Publication 54 of the Department of Treasury, Internal Revenue Service. UMB will proceed to tax these allowances and benefits as indicated in the Policy.

UMSOM Base Salary: _____

Allowance or Benefit	Dollar value (A= actual or E= estimated)	Notes:
Expatriate Living Cost Allowance (ELCA), Determined based on DOS <i>Cost of Living Allowance</i> Regulations Click <i>HERE</i> for ELCA Rate based on location and then <i>HERE</i> for the annual amount based on T.C. Rate, base pay and family size		
Hardship Allowance, Determined in accordance with Department of State Regulations Click <i>HERE</i> for Hardship Percentage		
Danger Pay, Determined in accordance with Department of State Regulations Click <i>HERE</i> for Danger Pay Percentage		
Housing Allowance		
Primary & Secondary Education Allowance		
Shipping (3 bids; generally not to exceed 20,000 lbs.)		
Storage (not to exceed \$300/month)		
Emergency evacuation insurance		
Emergency medical insurance		
Round-trip airfare to and from Post		
Other Travel Expenses		
Temporary Living Allowance		
Primary or Secondary Education Allowance		
Home Leave Travel		
Education Travel		
TOTAL Allowances and Benefits - <i>This amount must tie-out to the Funding Breakdown, below.</i>		

ALLOWANCE AND BENEFIT FUNDING BREAKDOWN

Employee Name: _____

<u>Source</u>	<u>Amount</u>	<u>Account #</u>
Dean's General Funds		
Dean's Special Funds		
Other Revolving Accounts		
MSP Internal A (Practice)		
MSP Internal B (Practice)		
Hospital Split-Funded		
Physician Service Contract (PSC)		
MSP External		
Required Practice Income (RPI)		
Grants/Contracts, Federal		
Grants/Contracts, State		
Grants/Contracts/Gifts, Private		
Specify Other:		
TOTAL:		

Senior Department Administrator

Program Administrator (if applicable)

I have reviewed the attached proposal for a UMSOM Expatriate.

Department Chairman:

Signature

Date

Name and Title

Dean or Dean's Designee (for faculty):
Compensation Manager (for exempt staff):

Signature

Date

Name and Title

ADDENDUM C. UMB INTERNATIONAL TRAVEL RISK POLICY

This policy applies to any international travel done by a person (“Traveler”) under the auspices of any school that is part of the University of Maryland Baltimore. It applies to an academic program undertaken by a student, whether or not for credit, and to any other international posting of a student or employee (full or part-time) when done for service, research or training activity undertaken in the course of UMB employment, fulfillment of curriculum requirements, or as part of any other activity sponsored by a UMB school.

Each Traveler is responsible for:

- 1- Assessing the safety of a proposed the destination;
- 2- Assessing the personal financial implications of international travel and/or residence;
- 3- If a student, consulting School academic advisors to determine if international travel or study is a good choice and to address any related issues, e.g., whether financial aid or stipends are available for travel and study abroad;
- 4- Consulting personal advisors to determine if international travel is a good choice and to address health, legal, financial, insurance, and other issues in preparation for travel abroad;
- 5- Reviewing, completing and submitting all required documentation such as: application forms, Warning and Liability Release form, and emergency contact information forms;
- 6- Obtaining passport, visas, immunizations, and travel, medical insurance and emergency evacuation insurance;
- 7- Establishing a basic communications plan, such as obtaining a cell phone with international service and providing the number to the school and family;
- 8- Obtaining from the school pre-departure confirmation of key information applicable to the Traveler’s international assignment, such as term of assignment, supervisor name, benefits and allowances, and housing arrangements.

The Traveler's School is responsible for:

- 1- Making available to the Traveler upon request examples of basic resources to assess safety of travel and the destination, such as links to the Department of State Overseas travel advisory website (see “Basic Resources for Assessing International Travel Safety”);
- 2- For students, providing general information about international assignments;
- 3- Identifying advisors who can help a prospective Traveler address campus-specific issues, such as how financial aid applies to study abroad;
- 4- Establishing a basic plan for communication with a Traveler, such as maintaining a list of each Traveler’s international cell phone number;
- 5- Obtaining completed documentation from the Traveler before departure, such as application forms, signed Warning and Liability Release form, emergency and next of kin contact information forms, proof of medical insurance and of traveler's insurance;
- 6- Providing pre-departure confirmation of key issues relevant to a Traveler’s international travel and program/assignment, such as term of program/assignment, supervisor name, benefits and allowances, and housing arrangements.

BASIC RESOURCES FOR ASSESSING INTERNATIONAL TRAVEL SAFETY

The following is a list of some resources may be helpful in researching regional safety issues.

The Department of State -- DOS issues travel advisories and consular information pages on every country. <http://www.travel.state.gov/>

The Center for Disease Control (CDC) -- <http://www.cdc.gov/travel/default.aspx>

The UMB Traveler's Clinic -- <http://medschool.umaryland.edu/CVD/travelclinic.asp>

Overseas Security Advisory Council -- OSAC fosters the exchange of security-related information between the U.S. government and the American private sector through a variety of reports available on the Web. <http://www.ds-osac.org/>

The Federal Aviation Administration -- The FAA provides information regarding airport safety, airline safety, and traveling overseas. <http://www.faa.gov/>

The Association for Safe International Road Travel -- ASIRT asserts that motor vehicle accidents are the leading cause of serious injury and deaths for all travelers. ASIRT also provides international travel reports. <http://www.asirt.org/>

World Bank website www.worldbank.org and the International Monetary Fund www.imf.org provide technical information on countries.

The New York Times, Washington Post, and Christian Science Monitor offer coverage of international affairs. Foreign local newspapers also provide important access to information. Many countries offer English-language daily or weekly newspapers.

**UNIVERSITY OF MARYLAND BALTIMORE
INTERNATIONAL ASSIGNMENT
WARNING AND RELEASE OF LIABILITY**

SCHOOL & NAME OF ASSIGNMENT: _____

("Assignment" - academic program of a student, faculty or exempt staff (whether or not for credit) international posting of an employee for service, research, or training undertaken by UMB through its employees.)

START/END DATES OF ASSIGNMENT: _____

MAJOR SITES OF TRAVEL, STUDY OR WORK ON ASSIGNMENT:

PLEASE READ CAREFULLY!

In consideration of being permitted to participate in a University of Maryland Baltimore ("UMB") international assignment, I acknowledge that there are elements of risk traveling and living abroad, including but not limited to those that I have been advised about.

I understand that dangers include, but are not limited to, injury, death, property loss, political or civil unrest, crime, and other safety issues. I understand all countries have different laws and standards, including but not limited to those relating to health, welfare, safety, crime, political and religious expression, regulations of businesses and transportation (including airlines, airports, travel by sea, land or air).

I have researched and reviewed material on safety and health and I acknowledge that I have been advised to share this material with my family and to consult my own health, financial and legal advisors as I deem necessary. It is solely my responsibility to acquaint myself with the potential dangers of all aspects of risks associated with international travel, work, and residence.

MEDICAL EMERGENCY

I represent I am physically and mentally capable of participating in the Assignment and I have no known health restrictions that might jeopardize my safety or the safety of others during my Assignment. I understand that a medical emergency may occur while I am on Assignment. Medical emergency may necessitate the administration of medical care, hospitalization, or surgery. If I am unable to grant permission when emergency treatment is required, I authorize UMB through its authorized representative(s) to secure, and on my behalf to consent to, necessary treatment including, but not limited to, the administration of anesthesia and surgery. I understand that such treatment shall be solely at my expense and I agree to reimburse UMB for any expenses which it may incur on account of my injury or treatment. I understand that I have authorized, not required, UMB to secure medical treatment on my behalf. I understand that medical care for emergency or non-emergency health situations may not be available, and I will not hold UMB responsible if appropriate care cannot be secured. I acknowledge that I must have health and emergency evacuation insurance effective during the entire term of my time abroad and in all the destinations where I will be.

I authorize UMB to convey medical information about me to any person I have identified as an emergency contact or next of kin. If I have a medical power of attorney or "living will", I have provided a copy of it to my UMB department administrator in the United States.

I am aware of provisions, if any, for transportation and accommodations during my Assignment. I acknowledge there may be unavoidable or unforeseen changes of plans, in which case UMB will make reasonable efforts to help secure an appropriate alternative. I am aware these attempts may create greater risk than originally foreseen, and I accept that risk.

PROMISE NOT TO SUE

I promise for myself and my heirs and personal representatives, not to make any legal claim against UMB or the State of Maryland, its agents, employees, officers, Regents or representatives for loss or damage of property, personal illness or injury, or death, arising out of travel or activity conducted by or incident to my Assignment, including without limitation claims related to the provision or unavailability of medical treatment.

WITHDRAWAL FROM ASSIGNMENT

I am solely responsible for all costs arising out of my activities as identified by UMB, and all expenses arising from activities not within the formal scope and term of the Assignment, while on leave from the Assignment, and in the event I am dismissed or voluntary withdraw from the Assignment prior to its completion, including but not limited to withdrawal caused by disciplinary action by UMB or a host institution abroad. In the event that UMB or its agent has committed expenses on my behalf prior to the start of my Assignment, I understand that these funds may not be refundable, and I may be required to reimburse them to UMB.

RULES OF CONDUCT

I understand I am subject to the laws of the destinations where I will be. I realize there may be significant cultural and legal differences between the United States and foreign countries. It is my responsibility to be informed about the local laws and to behave in a manner that complies with those laws.

I understand that I may not be afforded the same protections available under U.S. or Maryland laws. If I am convicted of violating drug, alcohol or other laws while abroad, I can expect a possibly lengthy and expensive legal process, jail sentence, capital punishment and/or significant fines.

I understand that UMB requires that I must conduct myself in an appropriate manner at all times. I will obey host country laws and guidelines for conduct set by the Assignment. I will adhere to UMB policies and procedures and will behave in a manner that is respectful of the rights and well-being of others.

I understand that neither UMB nor any person employed by UMB is responsible for my safety and welfare while I am traveling or living abroad on my UMB Assignment, or during free time.

I am at least 18 years old.

IN WITNESS WHEREOF, I have caused this Warning and Release of Liability Form in its entirety to be executed this _____ day of _____, 20____.

Witness Signature:

Participant's Signature:

Printed Name:

Printed Name:

ADDENDUM D.

UMB EXPATRIATE ALLOWANCES

BUSINESS PROCESS FOR HOUSING AND EDUCATIONAL ALLOWANCES

ADVANCES

1. The department submits a Working Fund Request requesting the advance along with a lease/ contract, and/or tuition invoice/statement as supporting documentation that indicates the amount must be paid in advance.
2. The employee receiving the advance allowance must return the original receipt to the Department of Financial Services after payment is made.
3. The department must submit an Allowance Advance Recovery form at the time of the Working Fund Request that indicates the allowance amounts that will be paid and recovered over a specified period of time.
4. The appropriate project ID will be charged based on the Employee Funding Profile .
5. Each Payroll Advance Recovery will be processed along with the recognition of the income (the housing and/or educational allowance), and the appropriate taxes will be withheld.
6. At the end of the advance process, all appropriate taxes will have been withheld, payment of additional income will be made, and the total amount will be charged to the project ID.