Administrator’s Guide

The Spending Plan Tool (SPlaT) was created to assist study abroad program directors with the financial portion of their program planning. It requires them to enter all their anticipated costs, and as the program directors will need specific information about program personnel salaries and appointments, we are encouraging them to connect with their departmental administrators early in the planning process. To facilitate this, we will automatically give administrators view only access to their spending plans in SPlaT. This guide is intended to help you use this tool.

SPlaT url: https://depts.washington.edu/provdata/planner/

1. This is the launch page for the Spending Plan Tool.
   Click on “Retrieve a Planner”. One or two of these choices will display.

2. Choose a program from the dropdown list and click “Continue”

Planners Available for Edit are still being built and have not been submitted to the Study Abroad office.

Archived/Completed Planners have been submitted.
A pop-up window will open with a summary of this spending plan.

Click “Show Program Details” to show basic information about this study abroad program.

Click “Hide Program Details” to collapse.

Repeat this process to view the Program Personnel and Salaries section.

Questions? Email or call the Study Abroad Finance & Administration team.

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