## **CASH REPORT COVER SHEET**

### **INTERNATIONAL & OFF-CAMPUS STUDIES**

(Shaded areas are formulas) Amounts in Advances: U.S. DOLLARS Checks 1,000.00 ATM Advances from Credit Card: 1,500.00 U.S. per Visa statement Foreign Currency Advance (in US Dollars) 7,500.00 U.S. per kalhy Funds wired abroad to instructor 1,600.00 U.S. per kathy Unconverted foreign currency from O (left over from pr year) **TOTAL ADVANCES:** 11,675.00 Accounting Amounts returned (included) Deposit 1 1,585.60 Deposit 2 200.00 Unconverted Foreign curr returned to IS Due from employee for personal expenses Cash expenditures Total Accounting should = Advances 11,675.00 Note: Loan receivable from student included in expenses Amount By signing below, I understand that I am accountable for verifying the following items: The employee has returned any excess advance to the college There are no amounts due to the employee by the college I have verified that all expenses related to the advance are valid St. Olaf business expenses I have proper documentation to substantiate all unreturned funds from the advance (including detailed receipts, names of all parties at meals, etc.) The total advance amount above that is not being returned can be expensed to 68900. I have and will keep the documentation to substantiate these expenses according to St. Olaf retention guidelines (keep for approx 7 years after fiscal year end) Summary for these expenses is attached to this form Employee Signature

Approver Signature

# Receipt Template St. Olaf College

Purpose:	•		•
Required when you do not have the requ Repeated use of this form as substitute documentat	uired receipt/documentat	ion from the merchant. ion or failure to be reimbursed for expenses > 3	325.00.
<ul> <li>Transaction documentation may be:</li> <li>Receipt and transaction slip from the n</li> <li>Packing slip from the delivery (if the p or the total cost of the order);</li> <li>Invoice showing payment; or,</li> </ul>	nerchant; acking slip is the only d	ocumentation, it must show either the	cost of each item
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Description, Quanti	ty, Cost of Each Item P	urchased (attach additional sheet if i resent for meals, registration fees, e	necessary) tc.
Description	Quantity	Per Item Cost	Total Cost
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		Total Cost:	0.00
Reason original documentation is not avai	lable:	•	•
•			n, it must show either the cost of each item  On Merchant (Vendor) Name: Purchase Date:  Ittach additional sheet if necessary)  reals, registration fees, etc.  Item Cost  Total Cost  al Cost:  O.00  ustification about this transaction.  s specified in the travel policy and requires ursed to the college.  vere made; bove; and, cation of my Purchase Card.
Attach any addition	al information, correspo	ndence, or justification about this tran	(Vendor) Name: Date:  nal sheet if necessary) ntion fees, etc.  Total Cost  0.00  out this transaction.  the travel policy and requires ollege.
Required when you do not have the required receipt/documentation from the merchant.  Repeace use of this form a substitute documentation may result in each reveation or glither to be reimbursed for expenses > \$32.00.  Documentation from the merchant is required for every product purchased.  Transaction documentation may be:  • Receipt and transaction slip from the delivery (if the packing slip is the only documentation, it must show either the cost of each item or the total cost of the order);  • Packing slip from the delivery (if the packing slip is the only documentation, it must show either the cost of each item or the total cost of the order);  • Invoice showing payment or,  • Order form for dues, memberships, subscriptions, or similar items.  Transaction Information  Employee Name:  Description, Quantity, Cost of Each Item Purchased (attach additional sheet if necessary)  Must list names of all individuals present for meals, registration fees, etc.  Description  Quantity  Per Item Cost  Total Cost  Attach any additional information, correspondence, or justification about this transaction.  Alcohol: Yes  No  Alcohol is only allowed as specified in the travel policy and requires approval or must be reimbursed to the college.  Employee Certification Signature  I hereby certify the following:  • All items listed above were for College use and no personal purchases were made;  • I will not seek reimbursement in any other manner for this transaction;  • Original documentation is not in my other manner for this transaction;  • Original documentation is not in my other manner for this transaction;  • Original documentation is not in my other manner for this transaction;  • I acknowledge that repeated lack of documentation could result in revocation of my Purchase Card.			
<ul> <li>I hereby certify the following:</li> <li>All items listed above were for Colleg</li> <li>I will not seek reimbursement in any</li> <li>Original documentation is not in my</li> </ul>	other manner for this to possession for the reaso	transaction; ons stated above; and,	ard.
Employee Signature	5	Date	<del></del>

RECEIPT OF HONORARIUM FROM ST. OLAF COLLEGE

Note: This form is only to be used when paying honoraria to a foreign national, while in a foreign country. For payments on U.S. soil, all payments must go through the Accounts Payable Office to comply with IRS regulations.

has received an honorarium/payment of \$	·			from the	)
following representative of St. Olaf College (name)			•		
or the following services/activities:	•		-		•
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# Contingency Loan

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understand that reimbursement mu Campus Studies Office no later than cash. After this date, my Comprehe amount. I agree that all charges incu this contract constitute charges that	ing my Interim Off-Campus program. I ust be made to the International and Off-Ewednesday, March 15, 2017 by check or ensive Fee Account will be charged for this urred through my study abroad program and that are governed by the Financial Responsibility on the Student Information System.
	Signature of Borrower
	. Date
	Signature of Off-Campus Interim Instructor

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