

Procedures for Reconciliation of Cash Advance for Foreign Travel

1. Foreign currency conversion table: UF travel only accepts from oanda.com conversions or an actual bank receipt showing proof of conversion rate.
2. Receipts are to be taped on 8 ½ X 11 paper, front side only, with no part of the tape covering any printed area as it destroys the ink.
3. Don't overlap receipts, but you can have multiple receipts of the same type (i.e. transportation, local, labor, etc.) on the same page.
4. Don't use highlighters of any kind as it fades the ink.
5. Food purchased for your consumption at local markets is acceptable, but an itemized list is required. Personal hygiene and alcohol are not permissible expenses.
6. Create Excel spread sheet, example: [Cash Advance Excel Example.xlsx](#). Make sure to keep receipts for each category separate, date and numbered ordered. Because receipts are often not in English, a description of purchases must be either listed beside the receipt or on the Excel spreadsheet.
7. Category of expense:
 - a. Communication—phone, phone cards, internet, etc.
 - b. Courier Fees
 - c. Fuel
 - d. Lab Supplies
 - e. Local Labor
 - f. Lodging
 - g. Meals
 - h. Participant Compensation
 - i. Photocopies
 - j. Research Assistants
 - k. Transportation—bus, plane, taxi, car rental, train (like receipts together)