



ACCOUNTING for TRAVEL COURSE EXPENSES



For questions or comments regarding this guide, please contact
Office of International Education
Phone: 920.465.2190 or email oi@uwgb.edu

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Introduction

The information outlined in this document is a summary of institutional regulations on the appropriate reporting of any expenses incurred while traveling with UW-Green Bay students overseas. Refer to the UWSTR (UW System Travel Regulations) for more detail concerning policy, contract vendors and for Travel Expense Report preparation. Leaders of travel courses are expected to exercise good judgment when incurring travel costs. Noncompliance or abuse may result in disciplinary action, including termination of future ability to lead any travel course or overseas program.

Basic Operating Principles

- The Office of International Education (OIE) will track all monies collected from student payments and the advanced disbursements for expenses. The usual advanced disbursements include:
 - Payments for airfare
 - Payments for transportation to/from airport
 - Payments for overseas accommodations (**must be requested at least 4 weeks prior to departure**)

After all expenses are deducted from the total student payments received, the OIE will issue a **Travel Advance** for the remaining money. Prior to departure, you will receive an accounting binder that includes spreadsheets and other information for you to accurately record all expenses incurred during the trip.

- **The faculty** leading the group is responsible for obtaining Traveler's Checks or other payment methods for transporting the money.
- **The faculty** must notify the Campus Credit Union at least 2 weeks prior to departure if they intend to cash their Travel Advance check and obtain Traveler's Checks or cash.
- **The faculty** must keep **ORIGINAL RECEIPTS** for **ALL** money spent overseas and record the expenses in the accounting book. **Copies** of receipts and credit card statements are not acceptable forms of proofs of purchase. The accounting binder must be returned to the OIE not later than two weeks after the completion of the travel course. The accounting binder contains envelopes to keep receipts and spreadsheets to account for expenses.

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○ **Foreign Exchange Record:**

In this section, enter the amounts each time money is exchanged. Enter how many dollars you exchanged, the amount of foreign currency received and the commission charged (if any) and the transaction date. DO NOT ALTER THE AMOUNTS ON THE RECEIPTS (add, delete, write notes, etc...)

○ **Detail of Expenses:**

Enter itemized costs, a description of the expense and the appropriate ORIGINAL receipts.

All receipts should be organized in the following manner:

- **Nightly**; sort receipts and log on **RECEIPT LOG** in **date order**; then
- **Number each receipt**, starting with the next number from the prior days receipts, so there are no duplicate numbers; then
- **Separate receipts by DATE and put in the envelopes provided**: You may choose to put all receipts in one envelope, or separate by week/day; whatever works best for you. As long as all receipts are noted on the receipt log with descriptions & numbered; then
- Tips/gratuities must be explained and supported by receipts. **Small receipts or an invoice** will be accepted, and only in cases where actual receipts for goods or services are not available. Purchases or services received **OVER \$25** must be supported with an "Invoice" with a signature. Blank Invoices are supplied in your travel binder, as are blank receipts.

The Foreign Exchange Record, your Detail of Expenses, and any remaining cash returned should equal the amount of your Travel Advance.

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- At the completion of the travel course, any money left over from the Travel Advance must be returned to the OIE in **US DOLLARS**, or Cashier's Check, along with the Accounting Binder. **Foreign currency will not be accepted.** After expenses are checked and if the balance is correct, the remaining funds will be divided equally among the travel course participants in the form of a refund.
- **If more money is spent that was received in the Travel Advance, the University will not provide you with a refund for your own funds spent.**
- It is inappropriate to ask the students to bring more money than what was advertised in order to cover budgeted expenses (lodging, meals, transportation, etc...). Any additional money brought by the students should be used for incidentals of a personal nature. These incidental expenses should NEVER be paid with the group's money (i.e. Souvenirs, gifts, medication, sunscreen, insect repellent, doctor's visit, special meals, etc...)
- **When disbursing money to students/faculty each student should receive the SAME AMOUNT.** Students must sign the provided Funds Distribution form indicating the date of receipt and the amount received. This must occur each time they receive a distribution of funds. Only individual student signatures serve as acknowledgement of receiving money. Check marks by student's names or other forms of registering expenses are not appropriate.
- Use of unofficial receipts is only acceptable in extreme circumstances. For accounting purposes, it is required that you submit receipts that clearly identify the name of the company (restaurant, museum, Bus Company, etc.). Only use University receipts as a last resort, when the company/individual you are contracting cannot provide you with an official receipt, and then, only for goods/services less than \$25.

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Faculty Expenses

- Faculty expenses are set at the same rates as student expenses, with the exception of lodging. For security reasons, your room expenses are set at a single room rate in the same establishment as the students. Ordinarily, this will be paid in advance by the OIE, but if paid for on-site, be certain to obtain a receipt itemizing the difference in room rates.
- If you are accompanied by a family member, you will only receive reimbursement for the single room rate. Any difference in price must be paid by you.
- Student money is NOT to be used to support anyone traveling with you (family members or significant others). If you are traveling with a spouse, family member or significant other, let the OIE know and we will arrange with the Student Billing's Office for the money necessary for travel to be collected in advanced and tracked separately. We will schedule them on the same plane, if requested, and in the same accommodations for your convenience. Payment for pre-departure purchases will be due at the time of payment, while all other on-site expenses can be paid while abroad.

Turning in Accounting Binder/Grades

- Deadlines
 - Completed reports are due no later than **two weeks** after your return. Please organize all receipts as indicated above.
 - Grades must be turned in to the Registrar's Office within **four weeks** of your return.

Contracting instructors or teaching assistants

- When teaching in a foreign country you might find it useful to contract personnel to lecture your students, teach or assist you with the Travel Course. You should think about this possibility during the creation of your Travel Course Budget, including it in "instructional costs". Before departing the US, you must type up a contract itemizing the cost and type of service to be received by this individual(s). Without this signed contract, you will not be allowed to claim expenses for any instructional aid while overseas. Faculty leader must coordinate with the OIE to finalize details.

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Expenses that cannot be claimed for reimbursement

- Alcoholic beverages
- Spousal or family member travel costs
- Non-business related phone calls/internet
- Lost/stolen personal cash or property
- Traffic citations, parking tickets or other fines.
- Personal entertainment
- Extra baggage charges
- Childcare costs
- Expenses that are not Travel Course related
- Late payment penalties and interest on corporate credit card

Examples of Bookkeeping

- Example #1 shows how to **complete an “unofficial” receipt**, using the form the OIE provides.
- Example #2 shows receipts for Travel Course expenses for **food only**. Receipts must be sorted by type and amounts written on pages named “Detail of Expenses”. Each **receipt type** (Food, Lodging, Transportation, Other) will have its own page(s).

Example #1:

INVOICE-Over \$25

FROM: Benjamin Swift
Person Receiving Money

ADDRESS: (company used can be recorded here instead of address) Blue Taxi

SIGNATURE OF PERSON RECEIVING MONEY:

(signature)
DATE

FOR: Taxi rides

DATE: 11-27-2012

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AMOUNT: _____\$50_____

PAID IN FULL BY: Brent Blahnik
University of Wisconsin-Green Bay
Office of International Education

DATE: 11-27-22

Example #2

University of Wisconsin – Green Bay Foreign Programs
Accounting for Travel Advance Received - Detail of Expenses
FOOD/MEALS ONLY

Destination Costa Rica

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<u>Date</u>	<u>Explanation</u>	<u>Receipt #</u>	<u>Amount</u>
<u>11-27-22</u>	<u>Lunch for group- Rosita's</u>	<u>FOOD 1</u>	<u>\$150.00</u>

If after reading this carefully, you have questions, please contact the OIE prior to departure.

Have a safe & fun experience!

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I have read and understand the instructions described in
Accounting for Travel Course Expenses
as presented to me prior to departure of the following program.

PROGRAM

DATES OF TRAVEL

I understand it is my responsibility to follow the guidelines as listed in
the "Traveler's Reference Guide" and agree to assume responsibility for
all expenses not covered by the UW Travel Policy from the UW System
Travel Regulations.

Printed Name

Date

Signature

PROGRAM

DATES OF TRAVEL

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