GV Expense Report Instructions

Please read the instructions below carefully and review the GV Expense Report Tutorial (if necessary)

STEP 1:

Complete Part I & II of the Summary Tab before proceeding to the Daily Transaction Tab
(Travel advance and type of local currency will fill-in automatically from the Summary to the Daily Tab.
The average exchange rate will populate automatically from the Daily tab to the Summary tab after an exchange line item is entered.)

STEP 2:

Complete Part III- "Daily" Transaction Tab.

a) Order all receipts chronologically

b) For each receipt enter:

- DATE of transaction
- CATEGORY- Click on the drop down menu for a list of categories.

9	#	Date	Category	Description	Type
10			Travel Advance		
11	1				
12	2		Exchange / Transportation / Lodging / Food / Communications / Donation / Equipment / Contract Services		
13	3				
14	4				
15	5				
16	6				

- DESCRIPTION- Please include a detailed description of the transaction.

EG. Dinner at Pizza Pete's, Taj Mahal Entry Fee, Travelfast Motor Company-daily transport to affiliate.

- TYPE- There are two types of transactions DEPOSIT(D) or WITHDRAWAL(W).

Select "D" when money is being put into either your USD balance or your local currency balance.

Select "W" when you are paying an expense. (includes ATM withdrawls and Credit Card Transaction)

9	#	Date	Category	Description	Type	US Dollars	balance	Type	0	balance	Total Balance
10			Travel Advance				$ 1,200.00			$ -	$ -
11	1	22-Jan-11	Exchange	Exchange, Banco Americano	W	$ 1,000.00	$ 200.00	D	4,000.00	$ 4,000.00	$ 1,200.00
12	2	22-Jan-11	Transportation	Taxi America, from airport to hotel			$ 200.00	W	1,000.00	$ 3,000.00	$ 950.00
13	3						$	D / W		$ 3,000.00	$ 950.00
14	4						$ 200.00			$ 3,000.00	$ 950.00

Please note that for exchanges you will enter both the "W" from your USD balance and "D" for your local currency balance on the same line.
EG. You exchange $1,000 USD into 10,000 Mexican Pesos.
Fill in all the requisite data (Date, Category, Description)
Enter "W" in the first "Type" column and it will automatically subtract from your USD Balance.
Enter "D" in the next "Type" column and it will automatically add 10,000MP to your local currency balance
*Special Note for expense reports only using US currency ***
Enter "W" in the first "Type" column and "1" in the "US Dollars" column
Enter "D" in the next "Type" column and "1" in the "0" column - this will correct all currency errors

9	#	Date	Category	Description	Type	US Dollars	balance	Type	0	balance	Total Balance
11	1	22-Jan-11	Exchange	No Exchange, only using USD	W	$ 1.00	$ 1,199.00	D	1.00	$ 1.00	$ 1,200.00

STEP 3:

Part IV on the Summary Tab. This is the final accounting summary for the trip and date is pulled automatically from the Daily Tab

STEP 4:

Save the file under the team leader name and the event code (e.g Smith_GV9631)

STEP 5:

Email the final expense accounting worksheet to your GV Support Coordinator for approval before submitting hard copy.

STEP 6:

Mail original receipts, a copy of the excel file and any remaining funds to your HFHI coordinator. Make checks payable to HFHI.

Category	Definition
Transportation	Rentals, public transportation, taxis, fuel
Lodging	Hotel, motels, hostels
Food	Meals, water, snacks, tips
Communications	Phone, postage, fax, internet charges
Donation	Only to be used if team leader has less than or equal to $100 in local currency left over. This can be donated to the host program. Must get a receipt
Equipment	Only to be used if necessary tools are purchased. Amount should not exceed more than 5% of total expense budget
Contract Services	Translator, tour guide, etc…
Cultural Activities	Tours, museum fees, etc…
Medical	Nominal clinic or hospital fees, pharmaceutical needs(band aids, bandages, insect repellent, etc)
Conversion Cost	Cost to convert currency (home to local or local to home)
Exchange	Commission cost to exchange currency