

Global Village Expense Report Instructions

This instructional document walks through how to complete your expense report.

In order to complete your expense report, you'll need itemized copies of all receipts, including currency exchanges, and the total amount of your travel advance.

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Step 1: Open the excel expense report and complete the “summary” tab.

Complete all of the yellow fields on the “summary” tab. These fields are related to your trip and the travel advance amount you received. The rest of the fields will auto populate once you input your transactions.

Trip information		Travel advance summary (in U.S. dollars)	
Team leader(s)		Enter travel advance amount	
Trip destination		Total expended	\$ -
Name of local currency		Minus currency conversion costs	\$ -
Date of expense report		Ending balance	\$ -
Event code		Balance due to	

Step 2: Input your transactions.

Go to the “transactions” tab. Starting with row 8, enter the following information for receipt 1:

- Date of transaction (column C)
- Category (column D)
- Transaction description (column E)
- Transaction amount
 - If transaction was made in US Dollars, enter that amount in Column F
 - If a foreign transaction, enter that amount in the “local currency” column, which is column G
 - **If transaction is a currency exchange**, you’ll complete both column F and G
 - Exchange to local currency: list amount of US Dollars exchanged in column F and the amount of local currency received in Column G.
 - Exchange to US Dollars: list amount of US Dollars received in column F and the amount of local currency exchanged in column G.
 - **Please refer to pages 4-6 for information on documenting currency exchanges, ATM transactions and credit card transactions.**

Step 3: Review the summary tab.

Once you’ve entered all of your transactions, go back to the “summary” tab of the expense report.

You’ll find that Travel advance summary, Currency conversion costs, and Expense summary are all now complete. You’ll find in cell H8 the balance due back to the Global Village office.

Step 4: Number your receipts and make a digital copy.

- Start with the oldest transaction as “1” and continue numbering in the upper right corner of each receipt. Make sure the numbers on your receipts correspond with the “receipt number” listed for the expense on the “transactions” tab of the expense report.
 - For example, the transaction listed for Receipt 38 on the expense report should be labeled “38” on your physical receipt.
- You’ll submit copies of your receipts as part of your completed expense report. Scan your receipts or take photos of them after your number them.

Step 5: Submit your report!

Save your report using the format **EventCode_Expense Report_Your Last Name** and email the excel file along with copies of your receipts to gv@habitat.org and copy your Engagement Specialist.

Have questions about your expense report? Email your Engagement Specialist.

Documenting ATM Transactions

When an ATM transaction is made, you'll want to account for both the cash received as well as the ATM fee(s) incurred. This one transaction will need to be listed on multiple lines of the expense report. Below is an example of the proper way to record this transaction in the expense spreadsheet.

In this example, a withdrawal of 200 pesos was made. However, the actual amount that needs to be deducted from the team leader advance is 231.35 pesos because 200 pesos were received and a fee of 31.35 pesos was automatically deducted at the point of service before the 200 pesos were dispensed from the machine. Additionally, the bank that issued the ATM card also imposed a fee for the foreign transaction.

While you only received one receipt for your transaction from the ATM machines, you'll input it on multiple line items. This example requires 3 separate line items in the expense report, but your transaction made need fewer, depending on if your issuing bank charges international transaction fees.

1. Total amount withdrawn (cash received from ATM + fee). Don't forget to add these two numbers together! The withdrawal is the sum, not the amount of cash received. Enter both the amount in USD and the amount in local currency.
2. Fees from point of service, in local currency only.
3. Fees from the bank that issued your card in USD only. This transaction won't be reflected on the receipt for your ATM transaction but can be confirmed by your bank statements.

Expense details (in U.S. Dollars):		Refer to the expense report instructions for more information about inputting ATM withdrawals and currency exchanges.
Beginning balance	\$ 680.00	
Total expended	\$ 13.96	
Ending balance	\$ 666.04	

Receipt number	Transaction date	Category <i>Refer to Summary tab for category descriptions</i>	Transaction description <i>Enter a brief description of the transaction. Example: lunch on arrival day at Café Suchitoto for 4 volunteers plus team leader.</i>	US Dollars <i>transaction in USD or the amount of USD exchanged/received</i>	Local currency <i>transaction in local currency or amount of local currency exchanged/received</i>	Balance (in local currency)	Balance (in U.S. dollars)
1	7/15/2018	Exchange to local currency	ATM withdrawal at airport in MEX (Santander)	13.60	231.35	\$231.35	\$ 666.40
2	7/15/2018	Bank Fees	ATM fee from point of withdrawal		31.35	200.00	\$ 666.40
3	7/15/2018	Bank Fees	International transaction fee from Home Bank	0.36		200.00	\$ 666.04

Recording cash exchanges from USD to local currency

When a cash exchange of USD to local currency is made, account for the cash received and exchange fees as separate categories. Below is an example of the proper way to record this transaction in the expense spreadsheet.

In this example, the team leader exchanged \$500 USD and received 5400 Pesos. However, a fee of 600 pesos were automatically deducted at the point of service before 5400 Pesos were distributed by the teller. Although the leader only received 5400 Pesos, the exchange is based on a distribution of 6000 Pesos. Your accounting will be correct when you enter the cash received plus the fee for the first line item and the fee of 600 Pesos as a second line item.

1. Select the category “Exchange to local currency” and enter the amount of USD that you gave the teller and an amount that corresponds to the amount of foreign currency received + the fees at the point of service. Don’t forget to add these two numbers- the exchange amount is the sum, not the amount of cash received.
2. Enter under the category of “Bank Fees” any point of service fees for the exchange, in foreign currency only.

Expense details (in U.S. Dollars):		Refer to the expense report instructions for more information about inputting ATM withdrawals and currency exchanges.
Beginning balance	\$ 680.00	
Total expended	\$ 500.00	
Ending balance	\$ 180.00	

Receipt number	Transaction date	Category <i>Refer to Summary tab for category descriptions</i>	Transaction description <i>Enter a brief description of the transaction. Example: lunch on arrival day at Café Suchitoto for 4 volunteers plus team leader.</i>	US Dollars <i>transaction in USD or the amount of USD exchanged/received</i>	Local currency <i>transaction in local currency or amount of local currency exchanged/received</i>	Balance (in local currency)	Balance (in U.S. dollars)
1	7/15/2018	Exchange to local currency	Cash exchange	500.00	6,000.00	\$6,000.00	\$ 180.00
2	7/15/2018	Bank Fees	Cash exchange fee		600.00	5,400.00	\$ 180.00

Recording cash exchanges from local currency to USD

When a cash exchange of local currency back to USD is made, fees are charged differently than when you make an exchange of USD into local currency. Below is an example of the way to properly record this transaction in the expense spreadsheet.

In this example, the leader gave 2400 Pesos for exchange and received \$225USD. However, by closely examining the receipt you'll find that a fee of 80 Pesos was automatically deducted before the cash exchange was processed. Your accounting will be correct when you enter the USD cash received based on total pesos minus the fee (2320 Pesos in this case) for the first line item and the fee (80 Pesos) as a second line item.

In your spreadsheet, complete the following:

1. Select "Exchange to USD" from the category list. Enter the amount of USD you received as well as the amount of the **foreign currency minus fees**. Don't forget to subtract the fee from the total amount when you record the exchange- the actual exchange amount is the total amount you gave the teller minus the fee, not the amount of cash you submitted.
2. Enter the bank fees in a separate line item, in foreign currency only.

How to record credit card transactions

Credit card transactions should only be entered in USD amounts according to the actual charge on your statement. Don't enter credit card transaction in foreign currency as this will result in an inaccurate exchange rate calculation and your report will not properly reconcile.

When you make a credit card transaction, label the receipt appropriately (ID, category, description) but do not enter the total amount until you have access to your statement to confirm the charge. Note the amount in USD from your statement on the original receipt. If you were charged a foreign transaction fee, indicate that on the receipt as well. Submit the original receipt with your expense report. Record the transaction on two lines- one for the charge with the appropriate category and one for the fees under the category "bank fees".

Weighted exchange rates

The expense report automatically calculates the weighted exchange rate of your transactions and accounts for any currency conversion losses due to rate fluctuation. A simple example:

- On Day 1 I exchange \$100USD of my emergency fund into 10,000 local currency so that I have money on hand "just in case". The exchange rate for buying currency is 100 local/USD.
- The trip progresses and there are no emergencies, thank goodness, so I do not spend any money.
- On Day 7, I return to the exchange and hand over all 10,000 local currency. I receive \$80USD because the exchange rate for selling currency is 125 local/USD.

In this case, it is easy to see that I have lost \$20USD due to the "cost to convert currency". This is not a commission nor is it an expense for which you have receipt, it is a calculated amount based on the difference in rates of forward and reverse exchange and taking into consideration the amount of currency converted.