Instructions for completing the Habitat Trip Leader Expense Report

In order to complete your expense report you will need the following:

- Trip destination
- Local currency name
- Local currency exchange rate(s) used during trip
- Event code
- Travel Advance amount
- All receipts from your trip

1. **Sort and number your receipts.**
    a. Sort your receipts in chronological order.
    b. Using a pen, number your receipts in the upper right corner.
        i. Start with the oldest transaction as "1" and continue in chronological order.
        ii. If a receipt has multiple transactions, please assign multiple numbers.
            1. Example 1: A currency exchange receipt lists a commission charged.
                a. Currency exchange: Receipt 1
                b. Exchange commission charged: Receipt 2
            2. Example 2: ATM transaction
                a. Funds withdrawn: Receipt 6
                b. ATM usage fee: Receipt 7

2. **Complete the *Summary* tab of the *Habitat Trip Team Leader Expense Report*.**
    a. Open the **habitat trip Team Leader Expense Report** template sent by your trip coordinator.
    b. On the **Summary** tab, enter the following information in the fields highlighted in yellow:
        i. **Team leader submitting report**
        ii. **Event code**
        iii. **Trip destination**
        iv. **Date expense report submitted**
        v. **Local currency name**
        vi. **Travel advance amount (in US dollars)**
        vii. **Exchange rate**
            1. "1" will always be an option.
                a. Use "1" for purchases made in US Dollars.
                b. ***Note:*** *This does not include currency exchange transactions.*
            2. You may enter up to 5 additional exchange rates.
                a. The exchange rates entered here will populate a dropdown list on the **Transactions** tab
                b. If you need to enter more than 5 exchange rates, you have the option to manually input the exchange rate for the transaction instead of selecting from the dropdown list.
    c. Expense categories and their definitions are listed in the **Expense Summary** section of the **Summary** tab. These are the categories you will use when entering transactions.

3. **Complete the *Transactions* tab of the *Habitat Trip Team Leader Expense Report*.**

   A note about ATM transactions and Exchanges: All bank fees associated with a transaction, such as ATM currency exchange and/or usage fees, credit card currency exchange fees, and/or commissions/fees charged by a bank or currency exchange service to exchange currency, should be entered as "Bank Fees". If you exchanged US Dollars to Local Currency, exchanged Local Currency to US Dollars, and/or used an ATM to withdraw funds from your travel advance currency, enter the transaction and any corresponding bank fees on separate lines when entering transactions. Bank fees should be entered as listed on your receipt. To avoid confusion, we recommend using adjoining rows.

   - **Example:** $500 US Dollars was exchanged for Local Currency. The rate was 5.3 Local Currency = 1 US Dollar. A fee of $12.50 was charged. **(A)** First enter the $500 "Exchange" transaction, with "US Dollars" as the currency and "5.3" as the exchange rate. **(B)** Enter the 12.50 "Bank Fees" on the next line with "US Dollars" as the currency and "5.3" as the exchange rate. *This example is illustrated on lines 6 and 7 of the **Transactions** tab.*
   - This report tracks funds expenses rather than cash-in-hand balance. Transactions entered as "**ATM withdrawal**" of "**Exchange**" *will not affect* the **Total expended** or **Ending balance** listed in the top right corner of the **Transactions** tab or the **Balance of Unspent Funds** column. For these transactions, the **Transaction amount** columns will be highlighted in pale orange with blue text to avoid confusion.
   - Transactions entered as "**Bank Fees**" will be deducted as an expense.

   a. Click on the **Transactions** tab of the expense report template.

   b. **Starting with row 14 *(Receipt number 1)*,** enter the following information next to the appropriate receipt number for each transaction:

      *Sample transactions have been entered on lines 6-10 of the **Transactions** tab for illustrative purposes.*

      i. **Transaction date**

      ii. **Category** *(select from the dropdown menu)*

         1. **ATM withdrawal**
         2. **Exchange**
            - **a.** Exchange of fund from US Dollars to Local Currency
              - ***i.*** *Enter **US Dollars** in the **Currency for transaction** column*
            - **b.** Exchange of fund from Local Currency to US Dollars
              - ***i.*** *Enter **Local Currency** in the **Currency for transaction** column*
         3. **Bank Fees**
            - **a.** ATM fees
            - **b.** Credit card fees
            - **c.** Commission and/or any other fee to convert US Dollars to Local Currency
              - ***i.*** *Enter **US Dollars** in the **Currency for transaction** column*
            - **d.** Commission and/or any other fee to convert Local Currency to US Dollars

i. *Enter **Local Currency** in the **Currency for transaction** column*

4. **Transportation**
   a. Rentals, public transportation, taxis, fuel
5. **Accommodations**
   a. Hotels, motels, hostels, etc.
6. **Meals**
   a. Meals, water, snacks, tips
7. **Cultural Activities**
   a. Tours, museum fees, etc.
8. **Medical**
   a. Nominal clinic or hospital fees
   b. Pharmaceutical needs (bandages, insect repellent, sunscreen, etc.)
   c. Cell phone plan
   d. *Refer to the **Travel Advance and Expenses General Guidelines document** for restrictions and additional examples.*

iii. **Transaction description**
   1. Include a brief description of how the funds were used.
      a. Examples are included on the **Transactions** tab

iv. **Transaction amount**
   1. Enter only the number (and decimal, if applicable).
   2. Do not enter currency names or symbols.
      a. A dollar sign ($) will populate automatically.

v. **Currency for transaction**
   1. Select "**Local Currency**" or "**US Dollars**" from the dropdown

vi. **Exchange rate** *(select from the dropdown menu or input manually)*
   1. The dropdown will populate based on the rates entered on the Summary tab.
   2. You may also manually enter an exchange rate.
      a. Manual entry will be necessary if more than 5 exchange rates were used.

c. Repeat this process until all receipts have been entered.

4. Review the *Summary* tab.

a. Click on the **Summary** tab of the expense report.
   i. Email any questions to gv@habitat.org with the subject line "**Expense report questions**"
b. Review the pink cells of the **Travel advance summary** section.
   i. This will show:
      1. The balance due, if any.
      2. Whether the balance is owed to Habitat for Humanity International or the team leader.
c. Review the **Expense summary** section
   i. This will show a breakdown of expenses by category.
d. Email any questions to gv@habitat.org with the subject line "**Expense report questions**"

5. **Submit your expense report.**
   a. Save your expense report using this naming convention:
      i. **ExpenseReport_First Initial, Last Name** *(No spaces or comma)***_Event Code_Event Country**
         1. Ex: **ExpenseReport_JSmith_GV18111_Guatemala**
   b. Email the following to gv@habitat.org.
      i. The expense report.
      ii. A copy of your numbered receipts.
   c. ***Wait until your expense report has been approved before submitting payment if a balance is owed to Habitat for Humanity International.***

6. **Submit your payment, if applicable.**
   a. Habitat for Humanity staff will process your report and verify that your expenses have been approved.
   b. Once your expense report has been approved:
      i. You will be contacted to make payment arrangements if a balance is owed to Habitat for Humanity International.
      ii. You will be sent payment if a balance is owed to the team leader.