**Instructions for completing the Habitat Team 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

# Sort and number your receipts.

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 Funds withdrawn: Receipt 6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

1. **Complete the Summary tab of the Habitat Team Leader Expense Report.**
   1. Open theexpense report template sent by your trip engagement specialist.
   2. On the **Summary** tab, enter the following information in the fields highlighted in yellow:

### Team leader submitting report

* + 1. **Event code**
    2. **Trip destination**
    3. **Date expense report submitted**
    4. **Local currency name**
    5. **Travel advance amount (in US dollars)**
    6. **Exchange rate**
       1. “1” will always be an option.
          1. Use “1” for purchases made in US Dollars.
          2. ***Note:*** This does not include currency exchange transactions*.*
       2. You may enter up to 5 additional exchange rates.
          1. The exchange rates entered here will populate a dropdown list on the **Transactions** tab.
          2. 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.
          3. 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. Use your currency exchange receipt to enter the currency name and exchange rate on the Summary tab.

1. **Complete the Transactions tab of the Habitat 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 7 and 8 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.
  + - * 1. Click on the **Transactions** tab of the expense report template.
        2. **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.*

### Transaction date

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

### ATM withdrawal

**Exchange**

Exchange of funds from US Dollars to Local Currency.

*Enter* ***US Dollars*** *in the* ***Currency for transaction*** *column.*

Exchange of funds from Local Currency to US Dollars.

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

### Bank Fees

ATM fees

Credit card fees

Commission and/or any other fee to convert US Dollars to Local Currency

*Enter either* ***US Dollars or Local Currency*** *in the* ***Currency for transaction*** *column based on the information located on your exchange receipt.*

Commission and/or any other fee to convert Local Currency to US Dollars.

*Enter either US Dollars or* ***Local Currency*** *in the* ***Currency for transaction*** *column based on the information located on your exchange receipt.*

### Transportation

Rentals, public transportation, taxis, fuel

### Accommodations

Hotels, motels, hostels, etc.

### Meals

Meals, water, snacks, tips

### Cultural Activities

Tours, museum fees, etc.

### Emergency Fund

Nominal clinic or hospital fees

Pharmaceutical needs (bandages, insect repellent, sunscreen, etc.)

Cell phone plan

*Refer to the* ***Travel Advance and Expenses General Guidelines*** *document for restrictions and additional examples.*

### Transaction description

Include a brief description of how the funds were used.

Examples are included on the **Transactions** tab

### Transaction amount

Enter only the number (and decimal, if applicable).

Do not enter currency names or symbols.

A dollar sign ($) will populate automatically if the currency is USD. No symbol will populate if the currency is Local.

### Currency for transaction

Select “**Local Currency**” or “**US Dollars**” from the dropdown.

**Exchange rate *(select from the dropdown menu or input manually)***

The dropdown will populate based on the rates entered on the Summary tab.

You may also manually enter an exchange rate.

Manual entry will be necessary if more than 5 exchange rates were used.

Repeat this process until all receipts have been entered.

1. **Review the Summary tab.**
   * + - 1. Click on the **Summary** tab of the expense report.

Email any questions to [gv@habitat.org](mailto:gv@habitat.org) with the subject line **GVXXXXX** or **GVTXXXXX** **Expense report questions**

* + - * 1. Review the pink cells of the **Travel Advance summary** section.

This will show:

The balance due, if any.

Whether the balance is owed to Habitat for Humanity International or the team leader.

* + - * 1. Review the **Expense summary** section after completing the report to ensure accuracy.

This will show a breakdown of expenses by category.

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# Submit your expense report.

## Save your expense report using this naming convention:

**GVXXXXX or GVTXXXXX Expense Report\_**

# Ex: GV18111 Expense Report

## Email the following to [gv@habitat.org](mailto:gv@habitat.org).

The expense report.

A copy of your numbered receipts.

* + - * 1. ***Wait until your expense report has been approved before submitting payment if a balance is owed to Habitat for Humanity International.***

# Submit your payment, if applicable.

## Habitat for Humanity staff will process your report and verify that your expenses have been approved.

* + - * 1. Once your expense report has been approved:

You will be contacted to make payment arrangements if a balance is owed to Habitat for Humanity International.

You will be sent payment if a balance is owed to the team leader.