

FOREIGN TRAVEL

Complete all information requested on the standard remittance voucher and get department approval. Be sure to indicate if you want the check mailed or picked up.

A spreadsheet has been devised to assist those with foreign travel to itemize their expenses in a more understandable fashion. Please complete the spreadsheet and attach to the remittance voucher along with all your original itemized receipts.

To complete the spreadsheet, please place your receipts in date order and number them beginning with (1). Then proceed to list them out in order on the spreadsheet. Be sure to list the exchange rate you are basing your receipts conversion from. Accounts Payable requests that everything be converted to U.S. dollars prior to being submitted for payment. This will ease the confusion when sorting through the numerous receipts.

FOREIGN TRAVEL
REIMBURSEMENT
FORM

RECEIPT NUMBER	DATE	TYPE OF RECEIPT (MEALS, HOTEL, MISC, ECT.)	RECEIPT IN FOREIGN \$ AMOUNT	CONVERSION RATE	US \$ AMOUNT

CURRENCY EXCHANGE RATE: \$1 US DOLLAR=_____

SPECIAL NOTES: