

## CASH REPORT COVER SHEET

### INTERNATIONAL & OFF-CAMPUS STUDIES

*(Shaded areas are formulas)*

**Advances:**

		Amounts in <u>U.S. DOLLARS</u>
Checks	1,000.00	
ATM Advances from Credit Card:	1,500.00	U.S. per Visa statement
Foreign Currency Advance (in US Dollars)	7,500.00	U.S. per kathy
Funds wired abroad to instructor	1,600.00	U.S. per kathy
Unconverted foreign currency from OS (left over from pr year)	75.00	

**TOTAL ADVANCES:**

**11,675.00**

**Accounting**

Amounts returned (including T/O):		<b>1,785.60</b>
Deposit 1	1,585.60	
Deposit 2	200.00	
Unconverted Foreign currency returned to IS	-	
Due from employee for personal expenses	-	

**Cash expenditures**

**9,889.40**

**Total Accounting should = Advances**

**11,675.00**

Note: Loan receivable from student included in expenses

Name \_\_\_\_\_ Amount \_\_\_\_\_

*By signing below, I understand that I am accountable for verifying the following items:*

- \_\_\_\_\_ *The employee has returned any excess advance to the college*
- \_\_\_\_\_ *There are no amounts due to the employee by the college*
- \_\_\_\_\_ *I have verified that all expenses related to the advance are valid St. Olaf business expenses*
- \_\_\_\_\_ *I have proper documentation to substantiate all unreturned funds from the advance (including detailed receipts, names of all parties at meals, etc.)*
- \_\_\_\_\_ *The total advance amount above that is not being returned can be expensed to 68900.*
- \_\_\_\_\_ *I have and will keep the documentation to substantiate these expenses according to St. Olaf retention guidelines (keep for approx 7 years after fiscal year end)*
- \_\_\_\_\_ *Summary for these expenses is attached to this form*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Approver Signature



**RECEIPT OF HONORARIUM FROM ST. OLAF COLLEGE**

**Note:** This form is only to be used when paying honoraria to a foreign national, while in a foreign country. For payments on U.S. soil, all payments must go through the Accounts Payable Office to comply with IRS regulations.

This is to certify that (full name) \_\_\_\_\_  
has received an honorarium/payment of \$ \_\_\_\_\_ from the  
following representative of St. Olaf College (name) \_\_\_\_\_  
for the following services/activities:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed full name: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Contingency Loan

I, \_\_\_\_\_ have borrowed \$ \_\_\_\_\_

from the IOS Contingency Fund during my Interim Off-Campus program. I understand that reimbursement must be made to the International and Off-Campus Studies Office no later than **Wednesday, March 15, 2017 by check or cash**. After this date, my Comprehensive Fee Account will be charged for this amount. I agree that all charges incurred through my study abroad program and this contract constitute charges that are governed by the Financial Responsibility Agreement I have signed previously on the Student Information System.

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Off-Campus  
Interim Instructor





