

**CASH REPORT COVER SHEET
INTERNATIONAL & OFF-CAMPUS STUDIES**

Name _____ Program _____ Unit # _____

**Amounts in
U.S. Dollars**

Advances:

Checks
ATM Advances from Credit Card
Foreign Currency Advance (in US Dollars)
Funds wired abroad to instructor
Unconverted foreign currency from IOS (left over from pr year)

TOTAL ADVANCES:

Accounting:

Amounts returned (including TC)
 Deposit 1
 Deposit 2
 Deposit 3
 Deposit 4
Unconverted Foreign Currency Returned to IS
Due from Employee for Personal Expenses
Total Cash Expenditures from Attached

TOTAL ACCOUNTING (should = advance):

DIFFERENCE (should = \$0):

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

Approver Signature

Date