

## Study Abroad Program Advance

Every penny of the program advance must be accounted for upon the end of the program. Receipts documenting every expense must be submitted to your business office **within 10 days of your return** from the program. The only exception to this is if your advance included per diem, as we do not require receipts for per diem meals. If receipts are not provided, you are liable to return the entire sum of the money that is unaccounted for back to The University of Arizona as stipulated in the Operational Advance Promissory Note. If you are traveling to a destination where receipts are not easily obtainable, it is strongly recommended to purchase a **receipt book** before the trip. This will ensure documentation of all program related expenses, and can be used as receipts in closing out the program advance.

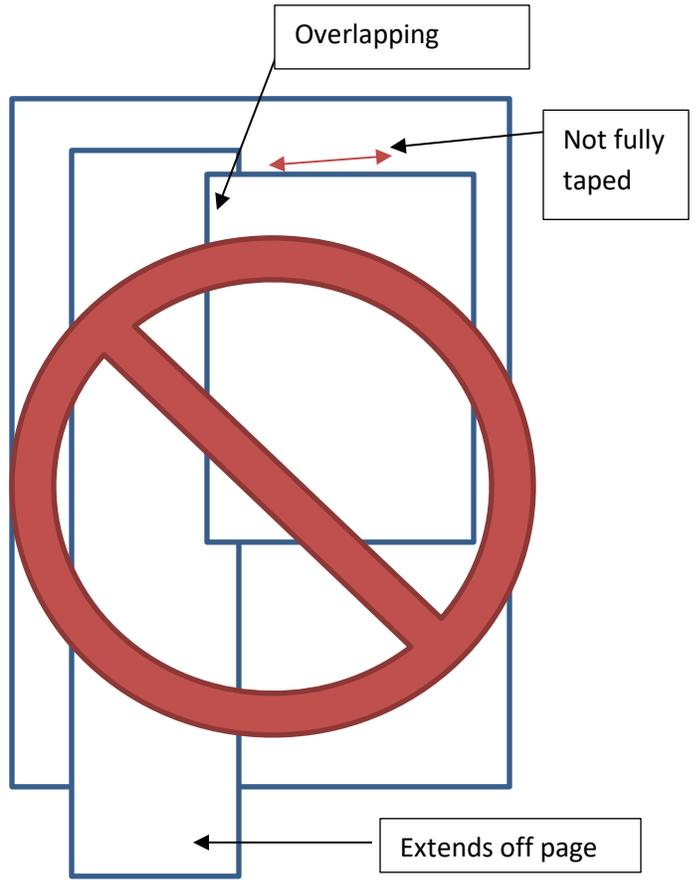
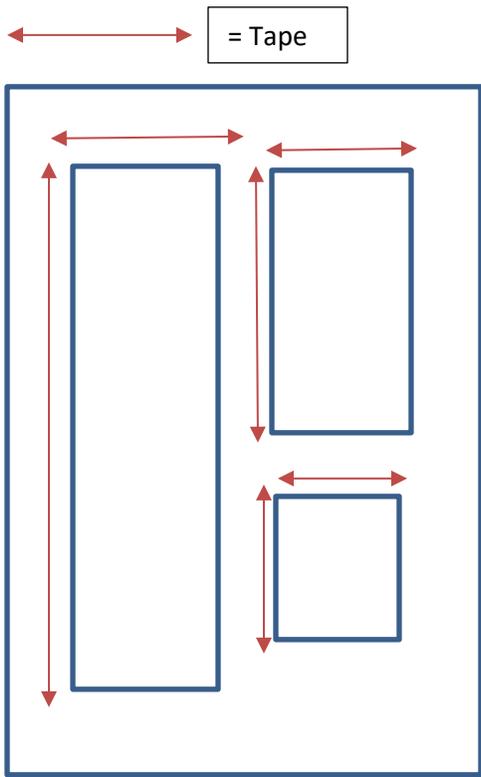
**\*\*\*Disclaimer\*\*\*** University of Arizona does NOT recommend carrying a large amount of cash while traveling. Credit cards are the suggested method of payment for foreign purchases, for greater accuracy in accounting as well as financial security when traveling abroad. It is YOUR responsibility as the advance recipient to ensure the security of the program funds. The University is not responsible for lost cash. In the event cash is stolen during your travel, it is your responsibility to obtain a police report of the incident and submit to your business office as documentation of the theft.

## Submitting Receipts

Receipts must be submitted in a standard format determined by the Financial Services Office (FSO). The main points to keep in mind are the following:

- **Do not use highlighters, staples, or glue. Remove ALL staples and tape each receipt separately.**
- To the best of your ability, avoid taping over printing on receipts – the tape erodes the toner beneath it and it quickly becomes impossible to read.
- Tape the entire top and left edges of the receipt (corner to corner) onto 8.5"x11" sheets of paper. There can be more than one receipt per page, but no overlapping or folding.
- If the receipt is bigger than the paper, carefully cut it in half and tape both halves to the page.
- Only use the front side of the paper (no double-sided pages).
- If the receipt has pertinent information on the back, make a copy of the back, then tape the receipt next to the copy showing the front.

See next page for diagram.



A Program Advance spreadsheet documenting each expense must be emailed to your business office and accompanied by the actual receipts when they are submitted.

- It is recommended that you begin preparing your receipts and spreadsheet as expenses occur, rather than waiting until the end of the program.
- Try to keep your spreadsheet in the same order as the receipts to avoid confusion during the review.
- Separate each receipt onto its own line EXCEPT when they are identical (same date, same amount; e.g., museum tickets). Those should be represented with one line. Ex: 20 @ 15 EUR each. You must still submit ALL the physical receipts.
- Please do **NOT** number your receipts – if any of them need to be rearranged or removed, this will cause discrepancies. Your business office will number your receipts when they are ready to be submitted.

For receipts in a foreign currency, the USD equivalent must be shown on either a bank/credit card statement or by using an exchange rate. If the expense is on a statement, the actual USD amount charged should be included in the spreadsheet. If not, please use the average historical rate for the duration of the program as listed on Oanda.com (Asking price).

Make sure to submit ALL receipts related to the program as one submission to your business office within 10 days of your return. If additional program related receipts are excluded, it may cause delays in processing.

**Receipts with corresponding spreadsheets that are not submitted in the proper format will be returned.**

## **FAQs**

### *1. What is considered an allowable program-related expense per FSO?*

Allowable program-related expenses are defined by FSO as reasonable and University business related as follows:

**Reasonable:** An expenditure is considered reasonable if: 1) the nature of the goods or services acquired and the amount involved reflect the actions of a prudent person under the circumstances, 2) the expenditure is appropriate given the purpose of the University, and 3) reimbursement for or direct payment of the expenditure is not otherwise disallowed by any University policy.

**Business-Related:** Ordinary and necessary expenses incurred to conduct University of Arizona business.

### *2. What is considered an unallowable expense per FSO?*

- Expenditures for employee social or recreational functions - where no business is conducted nor business objectives are present (for example, non-approved individual retirement farewells or employee recognition programs, picnics, or memorial services; Christmas or other holiday related parties and employee functions).
- Gifts of any type for personal life events or for holidays (for example, for condolence, congratulations, birthdays).

- Dues for membership in community service organizations (for example, Kiwanis, Rotary).
- Charitable contributions or donations.
- University parking fees and permits for faculty, staff or administrators personal use.
- Fines and penalties (for example, parking fines and returned check charges).
- Personal expenses (for example, passports and related expenses, personal phone calls, personal use of photocopy machines, supplies for home or personal use, such as, briefcases).
- Alcohol.

3. *Can I use my program advance to give money to the students for meals?*

Yes, you can give students money during the program as long as each student receives the same amount, and the program-related expense is clearly documented. Please see the template to use below. This is typically done for cultural events, activities and meals in which there are multiple locations students can choose to go.

4. *How is the exchange rate calculated?*

We use Oanda.com (<http://www.oanda.com/currency/converter/>) to find information on exchange rates for Study Abroad programs. Under the Historical Exchange Rates tab, select the currency and dates for the program, using the Ask price (not Bid). The table of values should show the Period Average – this is the rate we use.

5. *I withdrew cash from ATMs for the program – can I use those receipts?*

Yes and no. The actual cash withdrawal is not an expense – whatever the cash was used to purchase is the expense that should be included. However, if the withdrawal receipt shows a fee (usually for the ATM service), that fee can be included as an expense. Be sure to also check your bank statement – there may be fees for using a foreign ATM that only appear on the statement.

6. *I exchanged some of my program advance into foreign currency at the start of the program. Can I use this exchange rate for all my receipts?*

This depends on how much was exchanged. If only a small portion of the advance is included (e.g., \$500 out of \$10,000), then that currency exchange is not representative of the majority of the purchases. Regardless, save ALL receipts anyway and turn them in to your business office when you return from the program – it's better to turn in too many receipts than not enough.

7. *My students want to go on an activity that is not part of the program (e.g., horseback riding). Can I pay for this out of my program advance?*

No, program funds cannot be used for non-program or personal expenses, even for students.

8. *Can I buy gifts for my students or for staff at the host institutions?*

Unfortunately, gifts are not considered an allowable expense per FSO. If a situation comes up in which you need to purchase a gift, please contact your business office prior to the purchase to see if it is justifiable.

9. *How can I repay any additional funds from the advance?*

Excess advance funds can be repaid via a check or money order made payable to The University of Arizona. We will not accept cash as a form of repayment. If you bring back foreign currency, please deposit into your personal bank account and notate any exchange rate difference on the excel sheet. Unfortunately, we cannot accept foreign currency to be deposited to university accounts.

*10. My Travel Advance is only for per diem and lodging, but I didn't spend as much as I planned. Can I include other receipts besides lodging?*

Yes, any receipts related to your own travel can be included with the Travel Advance. This can include any ground transportation (trains, taxis, etc.), foreign cell phone charges, and foreign transaction or ATM fees associated with these expenses.

*11. I was unable to get a receipt from my taxi driver. What can I do?*

It is strongly recommended that you bring a receipt book with you to write out receipts as needed. If receipts are unavailable, make a detailed list of each expense for which there is no receipt and explain why (include the type of expense, the date, the amount, and the purpose as well as the reason for no receipt).

*12. Are tips allowable?*

Yes – a tip for service (e.g. at a restaurant, to a tour guide or driver, etc.) is allowable as long as the related expense is allowable as part of the program costs.

