International Travel Expense Report Form

FY 15

This form can accommodate up to 30 days of travel to foreign countries. It also can handle 8 different types of currency.
To determine your **exchange rates**, use the weighted-average method. If you need help doing this, use the **International Travel - Exchange Rate Determination Form** for each type of currency.

First, we need to find out a little information about the trip:

Traveler Name _____ Messiah ID # [ ]

Travel Start Date _____ Travel End Date _____ Trip Length _____ days

Trip Name/Desc _____ Org # [ ]

Second, list the currencies & exchange rates used in this form.

Currency	Exchange Rate		Double Check
		= **1.00 US Dollar**	
		= **1.00 US Dollar**	
		= **1.00 US Dollar**	
		= **1.00 US Dollar**	
		= **1.00 US Dollar**	
		= **1.00 US Dollar**	
		= **1.00 US Dollar**	
		= **1.00 US Dollar**	

If you **received** a cash advance from the Business Office, please enter that amount here: [ ]

If you **returned** cash to the Business Office, please enter that amount here: [ ]

If you withdrew cash from your Messiah VISA card at an ATM, please enter the total of the amounts shown on the VISA report **in US Dollars**. Also, enter the account charged.

$ [ ] Account [ ]

The next page contains the summary status of the trip as well as the place for signatures. Beginning with page 3, each page will pertain to each day of the trip. **Please only print the pages that are necessary**, as a trip that is the full 30 days will go to page 32; A trip only 5 days in length will go to page 7.

This form is required to be updated annually. Last update July 17, 2014 Stephen I Beaver.

International Travel Expense Report Form

Page 2 - Summary

FY 15

Cash Advances Taken		Cash Returned		Balancing	
Business Office		Cash Taken		Cash to Prove	
M&T Visa		Cash Returned		Proven Expenses	
Total Cash		**Net Cash**		**Balancing Diff.**	

Total Expenses Proved

Account Description	Org #	Acct #	Activity	Dollar Amount	Business Office Only: Cash Advance	Business Office Only: Net Amt
Air Travel & Bag Fees						
Bus, Taxi and Vehicle Travel						
Conference Registration						
Hotels & Lodging						
Student Travel						
Gratuity, Toll & Miscellaneous						
Meals						
Rail, Train & Subway Travel						
Supplies						
Honorarium						
Activities						
Entertainment						
			Total Proved Expenses			

I certify that I have examined this request and that all expenses meet those outlined in Messiah College's expenditure policy and purchasing policies. I also certify that, to the best of my knowledge, this report is a true and accurate depiction of expenses incurred while on International Travel.

Employee / Traveler

Printed Name *Signature* *Date*

Budget Manager / Supv.

Printed Name *Signature* *Date*

MESSIAH COLLEGE

International Travel Expense Report Form

Page 3 - Trip Day 1

FY15

Date of Travel ____________________ Destination(s) ____________________

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

Page Totals		6203		6205		6217		6225		6421		6495	
6200		6204		6207		6224		6320		6428		T	

MESSIAH COLLEGE

International Travel Expense Report Form

Page 4 - Trip Day 2

FY 15

Date of Travel ____________________ Destination(s) ____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

Page Totals		6203		6205		6217		6225		6421	
										6495	
6200		6204		6207		6224		6320		6428	
										T	

International Travel Expense Report Form

Page 5 - Trip Day 3

MESSIAH COLLEGE

FY 15

Date of Travel ____________ Destination(s) ____________

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

Page Totals		6203		6205		6217		6225		6421		6495	
6200		6204		6207		6224		6320		6428		T	

International Travel Expense Report Form

Page 6 - Trip Day 4

FY 15

Date of Travel ____________ Destination(s) ____________

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

Page Totals		6203		6205		6217		6225		6421		6495	
6200		6204		6207		6224		6320		6428		T	

International Travel Expense Report Form

Page 7 - Trip Day 5

MESSIAH COLLEGE

FY 15

Date of Travel ____________________ Destination(s) ____________________

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

Page Totals		6203		6205		6217		6225		6421		6495
6200		6204		6207		6224		6320		6428		T

MESSIAH COLLEGE

International Travel Expense Report Form

Page 8 - Trip Day 6

FY15

Date of Travel ______________________ Destination(s) ______________________

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

Page Totals		6203		6205		6217		6225		6421		6495	
6200		6204		6207		6224		6320		6428		T	

International Travel Expense Report Form

Page 9 - Trip Day 7

FY 15

Date of Travel ____________ Destination(s) ____________

Exp Amt	**Currency**	**Exchange Rate**	**USD Amt**	**Expense Type**	**Description**	**Acct**

Page Totals		6203		6205		6217		6225		6421		6495	
6200		6204		6207		6224		6320		6428		T	

International Travel Expense Report Form

Page 10 - Trip Day 8

FY 15

Date of Travel ____________ Destination(s) ____________

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

Page Totals		6203		6205		6217		6225		6421		6495	
6200		6204		6207		6224		6320		6428		T	

International Travel Expense Report Form

Page 11 - Trip Day 9

FY15

Date of Travel ____________________ Destination(s) ____________________

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

Page Totals		6203		6205		6217		6225		6421		6495	
6200		6204		6207		6224		6320		6428		T	

MESSIAH COLLEGE

International Travel Expense Report Form

Page 12 - Trip Day 10

FY15

Date of Travel ____________________ Destination(s) ____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

Page Totals		6203		6205		6217		6225		6421		6495	
6200		6204		6207		6224		6320		6428		T	

MESSIAH COLLEGE

International Travel Expense Report Form

Page 13 - Trip Day 11

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 14 - Trip Day 12

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 15 - Trip Day 13

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 16 - Trip Day 14

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 17 - Trip Day 15

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 18 - Trip Day 16

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 19 - Trip Day 17

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 20 - Trip Day 18

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 21 - Trip Day 19

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 22 - Trip Day 20

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 23 - Trip Day 21

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

Page Totals													
	6203		6205		6217		6225		6421		6495	
6200		6204		6207		6224		6320		6428		T	

MESSIAH COLLEGE

International Travel Expense Report Form

Page 24 - Trip Day 22

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 25 - Trip Day 23

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 26 - Trip Day 24

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 27 - Trip Day 25

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 28 - Trip Day 26

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 29 - Trip Day 27

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 31 - Trip Day 29

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

MESSIAH COLLEGE

International Travel Expense Report Form

Page 32 - Trip Day 30

FY 15

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct