



**Weston Public Schools**  
**Reimbursement Voucher – International**

Finance and Operations Office  
 89 Wellesley Street  
 Weston, MA 02493

<b>Procedure:</b>	Travel Outside of the U.S.	<b>Revised Date:</b>	May, 2012
<b>Policy:</b> Source documents are maintained for all transactions.			
The purpose of the Field Trip – International Reimbursement Form procedure is to provide instructions how request reimbursement for an international trip.			
<b>Completed By:</b>	Individual Seeking Reimbursement	<b>Reviewed By:</b>	MS/HS Bookkeeper
<b>Approved By:</b>	Middle School Principal, High School Principal, Assistant Superintendent for Finance and Operations	<b>Entered By:</b>	MS/HS Bookkeeper Central Office Bookkeeping
<b>Form Title:</b>	Field Trip - International	<b>Estimated Time Frame:</b>	Varies
<b>Process for Completion:</b>			
<p>The WPS Voucher for reimbursement for expenses incurred in a foreign currency requires proof of the conversion rate for each day a purchase is made.</p> <p>Field Trip International Form must:</p> <ul style="list-style-type: none"> <li>• Date the voucher is completed;</li> <li>• Name and address of the individual seeking reimbursement;</li> <li>• Transaction date (date on detailed receipt);</li> <li>• A brief description of the items purchased;</li> <li>• Price in local currency;</li> <li>• Exchange rate corresponding to the transaction date (see below); and</li> <li>• Price in US dollars;</li> <li>• Total amount for all items in US currency;</li> <li>• Account code to be charged (organization and object codes or SAA for Student Activity Funds); and</li> <li>• Authorized signature (Principal and Assistant Superintendent for Finance and Operations).</li> </ul> <p>If the payment was made using a credit card, the credit card company will provide the US price after conversion. When seeking reimbursement of a credit card purchase, attached a copy of the receipt and the corresponding part of the credit card report. The report must include the line with the transaction detail as well as the name and address of the card's owner. The owner's name and the individual being reimbursed must be the same.</p> <p>If the payment was made in cash, proof of that day's exchange rate must be attached to the voucher form. Two suggested web sites that have historical conversion rates available include:  <a href="http://www.oando.com/currency/converter">www.oando.com/currency/converter</a>  <a href="http://www.xe.com">www.xe.com</a></p> <p>The daily report must be attached to the voucher for each reimbursement.</p> <p>A blank form is attached for use.</p>			
<b>For additional information, please contact:</b>			
<b>Name:</b>	Cynthia D. Mahr	<b>Email:</b>	<a href="mailto:mahrc@weston.org">mahrc@weston.org</a>
<b>Phone:</b>	781-786-5230	<b>Fax:</b>	781-786-5279
<b>External URL:</b>	www.westonschools.org		
<b>Weston School Committee Policy:</b>	Student Travel, JJH; Alcohol Consumption on School Approved Trips or Travel, GBEBD/JICHB		

# Weston Public Schools Foreign Exchange Voucher Weston, Massachusetts

(Vendor Code - if available)

(DATE)

\_\_\_\_\_  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City, State & Zip Code)

TX Date	Description of Purchased Items	Local Price	Exchange Rate	US Price
	<b>TOTAL:</b>			\$0.00

**Payment Approved:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Authorized Signature(s)

Org \_\_\_\_\_  
 Object \_\_\_\_\_

*Proof of the exchange rate must be attached. OANDA is a reliable web site for historical exchange rates.*