



Cross-Cultural Reconciliation Form

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. **Please use Adobe Acrobat or Adobe Reader to use this form.**

First, we need to find out a little information about the trip (Please fill in both the **Travel Start** and **End Dates**.)

Leader 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.

<u>Currency</u>	<u>Exchange Rate</u>		<u>Double Check</u>
<input type="text"/>	<input type="text"/>	= 1.00 US Dollar	<input type="text"/>
<input type="text"/>	<input type="text"/>	= 1.00 US Dollar	<input type="text"/>
<input type="text"/>	<input type="text"/>	= 1.00 US Dollar	<input type="text"/>
<input type="text"/>	<input type="text"/>	= 1.00 US Dollar	<input type="text"/>
<input type="text"/>	<input type="text"/>	= 1.00 US Dollar	<input type="text"/>
<input type="text"/>	<input type="text"/>	= 1.00 US Dollar	<input type="text"/>
<input type="text"/>	<input type="text"/>	= 1.00 US Dollar	<input type="text"/>
<input type="text"/>	<input type="text"/>	= 1.00 US Dollar	<input type="text"/>

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 and including bank fees.**

\$

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.



Cross-Cultural Reconciliation Form

Page 2 - Summary

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

Business Office Only

Account Description	Org #	Acct #	Activity	Dollar Amount	VISA Advance	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

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct



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Date of Travel _____ Destination(s) _____

<u>Exp Amt</u>	<u>Currency</u>	<u>Exchange Rate</u>	<u>USD Amt</u>	<u>Expense Type</u>	<u>Description</u>	<u>Acct</u>

Date of Travel _____

Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

Page Totals	6203	<input type="text"/>	6205	<input type="text"/>	6217	<input type="text"/>	6225	<input type="text"/>	6421	<input type="text"/>	6495	<input type="text"/>	
6200	<input type="text"/>	6204	<input type="text"/>	6207	<input type="text"/>	6224	<input type="text"/>	6320	<input type="text"/>	6428	<input type="text"/>	T	<input type="text"/>

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct



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Page 8 - Trip Day 6

Date of Travel _____

Destination(s) _____

<u>Exp Amt</u>	<u>Currency</u>	<u>Exchange Rate</u>	<u>USD Amt</u>	<u>Expense Type</u>	<u>Description</u>	<u>Acct</u>

Page Totals	6203	<input type="text"/>	6205	<input type="text"/>	6217	<input type="text"/>	6225	<input type="text"/>	6421	<input type="text"/>	6495	<input type="text"/>	
6200	<input type="text"/>	6204	<input type="text"/>	6207	<input type="text"/>	6224	<input type="text"/>	6320	<input type="text"/>	6428	<input type="text"/>	T	<input type="text"/>

Date of Travel _____ Destination(s) _____

<u>Exp Amt</u>	<u>Currency</u>	<u>Exchange Rate</u>	<u>USD Amt</u>	<u>Expense Type</u>	<u>Description</u>	<u>Acct</u>

Page Totals	6203	<input type="text"/>	6205	<input type="text"/>	6217	<input type="text"/>	6225	<input type="text"/>	6421	<input type="text"/>	6495	<input type="text"/>	
6200	<input type="text"/>	6204	<input type="text"/>	6207	<input type="text"/>	6224	<input type="text"/>	6320	<input type="text"/>	6428	<input type="text"/>	T	<input type="text"/>

Date of Travel _____

Destination(s) _____

<u>Exp Amt</u>	<u>Currency</u>	<u>Exchange Rate</u>	<u>USD Amt</u>	<u>Expense Type</u>	<u>Description</u>	<u>Acct</u>

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Page 12 - Trip Day 10

Date of Travel _____

Destination(s) _____

<u>Exp Amt</u>	<u>Currency</u>	<u>Exchange Rate</u>	<u>USD Amt</u>	<u>Expense Type</u>	<u>Description</u>	<u>Acct</u>



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Page 13 - Trip Day 11

Date of Travel _____ Destination(s) _____

<u>Exp Amt</u>	<u>Currency</u>	<u>Exchange Rate</u>	<u>USD Amt</u>	<u>Expense Type</u>	<u>Description</u>	<u>Acct</u>

Date of Travel _____

Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct



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Page 15 - Trip Day 13

Date of Travel _____

Destination(s) _____

<u>Exp Amt</u>	<u>Currency</u>	<u>Exchange Rate</u>	<u>USD Amt</u>	<u>Expense Type</u>	<u>Description</u>	<u>Acct</u>



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Page 16 - Trip Day 14

Date of Travel _____

Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct



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Page 18 - Trip Day 16

Date of Travel _____ Destination(s) _____

<u>Exp Amt</u>	<u>Currency</u>	<u>Exchange Rate</u>	<u>USD Amt</u>	<u>Expense Type</u>	<u>Description</u>	<u>Acct</u>

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct

Page Totals	6203 <input style="width: 60px;" type="text"/>	6205 <input style="width: 60px;" type="text"/>	6217 <input style="width: 60px;" type="text"/>	6225 <input style="width: 60px;" type="text"/>	6421 <input style="width: 60px;" type="text"/>	6495 <input style="width: 60px;" type="text"/>
6200 <input style="width: 60px;" type="text"/>	6204 <input style="width: 60px;" type="text"/>	6207 <input style="width: 60px;" type="text"/>	6224 <input style="width: 60px;" type="text"/>	6320 <input style="width: 60px;" type="text"/>	6428 <input style="width: 60px;" type="text"/>	T <input style="width: 60px;" type="text"/>

Date of Travel _____

Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct



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Page 24 - Trip Day 22

Date of Travel _____ Destination(s) _____

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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Date of Travel _____ Destination(s) _____

<u>Exp Amt</u>	<u>Currency</u>	<u>Exchange Rate</u>	<u>USD Amt</u>	<u>Expense Type</u>	<u>Description</u>	<u>Acct</u>

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	



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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

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



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Page 30 - Trip Day 28

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

