Cross-Cultural Reconciliation Form

Print Form

Please use Adobe Acrobat or Adobe Reader to complete this form

Leader Name _____ Messiah ID # | | | | | | | | |

Travel: Departure _____ Return _____ Trip Length 1 _____ days

Trip Name/Desc _____ Org # | | | | |

List the currency type & average exchange rate used in this form. 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.

Currency	Exchange Rate		Currency Conversion
US Dollar	1.000	= **1.00 US Dollar**	(1 US Dollar = 1.000 US Dollar)
		= **1.00 US Dollar**	Not Defined
		= **1.00 US Dollar**	Not Defined
		= **1.00 US Dollar**	Not Defined
		= **1.00 US Dollar**	Not Defined
		= **1.00 US Dollar**	Not Defined
		= **1.00 US Dollar**	Not Defined
		= **1.00 US Dollar**	Not Defined

Falcon Exchange Travel Advance _____

P-Card ATM cash advance total - enter the total of the amounts shown on your VISA IntelliLink report **in US Dollars. Include all bank fees**. _____

Cash being returned to Falcon Exchange _____

Beginning with page 3, each page pertains to one day of travel. **Please only print the pages that are necessary** i.e. a 30 day trip will extend to page 32; A 5 day trip will extend to page 7.

Cross-Cultural Reconciliation Form

Page 2 - Summary

Print Form

Travel Advances Taken		Cash Returned		Balancing	
Falcon Exchange		Total Cash Advanced		Net Cash	
M&T Visa		Cash Returned		Expenditures	0.00
Total Cash Advanced		**Net Cash**		**Balancing Diff.**	**0.00**

Expenditures

Account Description	Org #	Acct #	Activity	Dollar Amount
Air Travel & Bag Fees		6207		0.00
Bus, Taxi and Vehicle Travel		6207		0.00
Conference Registration		6204		0.00
Hotels & Lodging		6207		0.00
Student Travel		6207		0.00
Gratuity, Toll & Miscellaneous		6207		0.00
Meals		6207		0.00
Rail, Train & Subway Travel		6207		0.00
Supplies		6320		0.00
Honorarium		6421		0.00
Activities		6428		0.00
Entertainment		6428		0.00
		Total Expenditures		**0.00**

I certify that I have examined this request and that all expenses meet those outlined in Messiah College's Expenditure 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*

Director of International Programs

Printed Name *Signature* *Date*

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 3 - Trip Day 1

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 4 - Trip Day 2

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 5 - Trip Day 3

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 6 - Trip Day 4

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 7 - Trip Day 5

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 8 - Trip Day 6

Print Form

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MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 9 - Trip Day 7

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 10 - Trip Day 8

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 11 - Trip Day 9

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

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MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 12 - Trip Day 10

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

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6200	0.00	6204	0.00	6207	0.00	6224	0.00	6320	0.00	6428	0.00	T	0.00

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 13 - Trip Day 11

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 14 - Trip Day 12

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 15 - Trip Day 13

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6200	0.00	6204	0.00	6207	0.00	6224	0.00	6320	0.00	6428	0.00	T	0.00

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 16 - Trip Day 14

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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Page Totals													
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6200	0.00	6204	0.00	6207	0.00	6224	0.00	6320	0.00	6428	0.00	T	0.00

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 17 - Trip Day 15

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 18 - Trip Day 16

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 19 - Trip Day 17

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 20 - Trip Day 18

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6200	0.00	6204	0.00	6207	0.00	6224	0.00	6320	0.00	6428	0.00	T	0.00

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 21 - Trip Day 19

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 22 - Trip Day 20

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 23 - Trip Day 21

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

Exp Amt	Currency	Exchange Rate	USD Amt	Expense Type	Description	Acct
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6200	0.00	6204	0.00	6207	0.00	6224	0.00	6320	0.00	6428	0.00	T	0.00

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 24 - Trip Day 22

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 25 - Trip Day 23

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 26 - Trip Day 24

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 27 - Trip Day 25

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 28 - Trip Day 26

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

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MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 30 - Trip Day 28

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 31 - Trip Day 29

Print Form

Date of Travel No Start Date Pg 1 Destination(s)

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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		

MESSIAH COLLEGE

Cross-Cultural Reconciliation Form

Page 32 - Trip Day 30

Print Form

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6225	0.00	6320	0.00	6421	0.00	6428	0.00	6495	0.00	T	0.00		