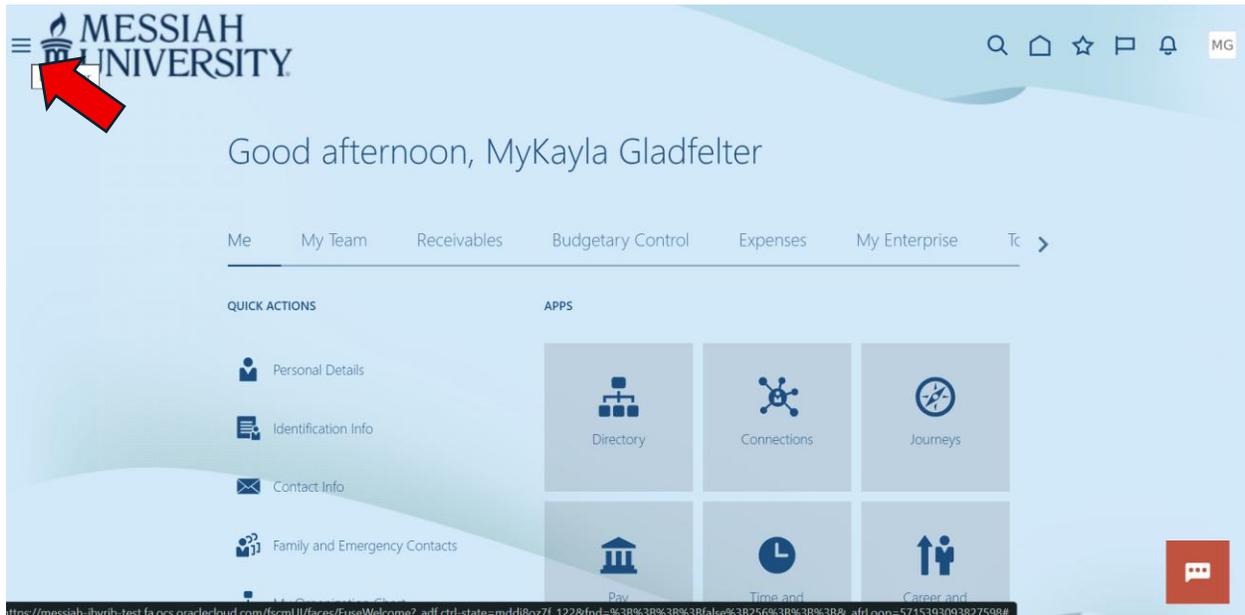


Before reconciling in Oracle you must complete [the International Reconciliation Form](#):

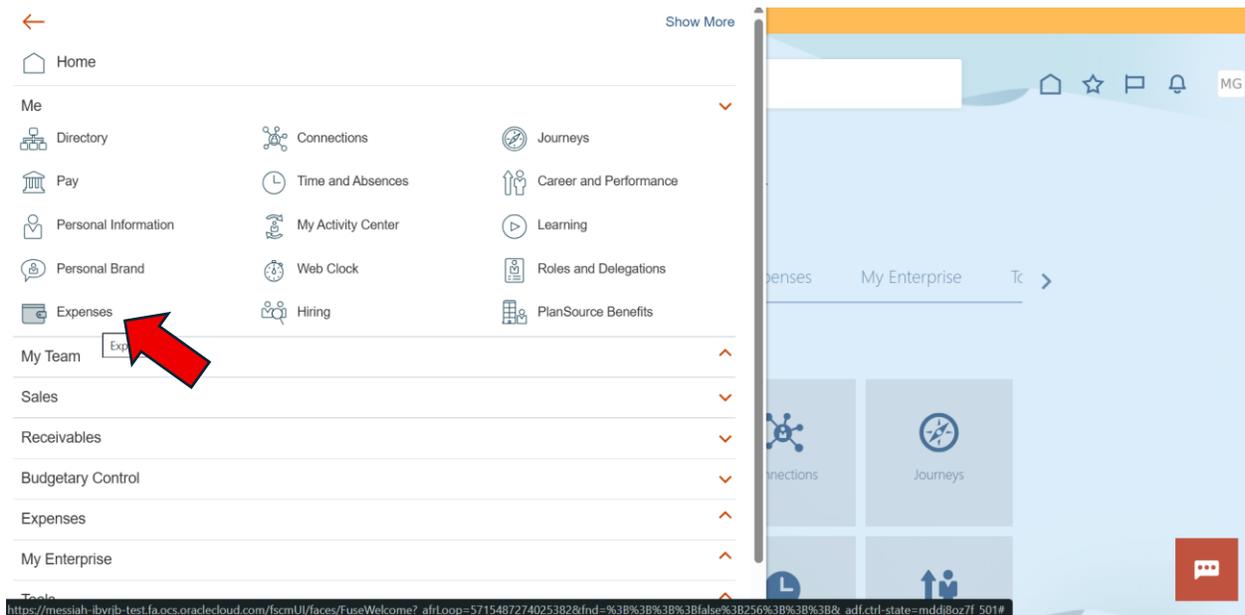
1. Go to FalconLink
2. Search “International Travel Reconciliation” and click on link
3. Select “Create Report”
4. Select your Supervisors name under “First Approver”
 - a. For Cross-Cultural travelers put Paula Holtzinger as your First Approver
 - b. If expenses are more than \$200 per day up to 5 days of travel or more than \$1,000 select Vice President or Dean’s name under “Second Approver”
5. Select your Departure and Return Dates
6. Type the name and description of your trip
7. Select the Organization/Org Number for your trip
8. Fill out how much cash you
 - a. Received from the Falcon Exchange
 - b. Took out at ATM machines
 - c. Returned to the Falcon Exchange
9. Select “Create Report”
10. Click on the pencil next to your report
11. Scroll to the bottom and click on “Add New Expense”
12. Select the expense date
13. Choose which currency was used, the amount used in this currency, and the exchange rate
 - If Currency = USD input EXCH RATE = 1
 - Other exchange rates can be found at <https://www.oanda.com/currency-converter/en/?from=EUR&to=USD&amount=1>
 - Choose the foreign currency on the left
 - Choose USD on the right
 - Foreign currency = 1
 - Select a date within the dates that you traveled
 - Number that is calculated under USD is your exchange rate
14. If you are missing a receipt, add “MR” before your description
15. If there is a difference after you input all your expenses, add an expense labeled as “Difference due to exchange rate” to balance your total (difference must be less than \$5 of total amount to account for) use USD as the currency and choose an account that you already used
16. Press “Save/Refresh”
17. Select “Yes” next to Finalize then press “Save/Refresh” again (this option will only appear once you are balanced)

Reconciling Cash Advance in Oracle:

1. Log into Oracle using your Messiah log in and select the Navigator in the top left corner



2. Click on “Me” and then select “Expenses”



3. Click on “Create Report”

4. Click on “Create Item”

5. Use the details from the “Summary Report” on the International Travel Reconciliation form to add one item for each expense account. For example, if you selected honorariums and student travel as your expense accounts on the reconciliation form, then you need to add two expense items in Oracle.

CALCULATION SUMMARY

Falcon Exchange Cash Advance \$ * Amount to Account For **\$6,841.43**
 (Amount Advanced - Amount Returned)

Cash Taken at ATM Machines \$ * Amount from Expense Details **\$6,841.43**
 (Total of Expense Details below)

Cash Returned to Falcon Exchange \$ * Amount to Balance **\$0.00**
 (Advances - Returns) - Detail Total)

FINALIZE Yes No

BALANCED, CLICK FINALIZE "YES" TO SUBMIT

Agreement: **By submitting this form I certify that I have accurately presented this reconciliation form and all accompanying receipts and missing receipt declarations as a true, complete, and accurate report of expenses for which the funds noted were spent in accordance with the University Expenditure Policy. All expenses claimed are for University business.**

Instructions: **1. Click Finalize "Yes" and click Save/Exit to submit for approval (amount must balance to \$0 in Calculation Summary)**
2. Email copy of all receipts to approver(s) and to falconexchange@messiah.edu
3. Return all remaining cash to Falcon Exchange (in US Dollars)

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Expense Reconciliation Form

Not Yet Finalized

Leader Name: MyKayla D Gladfelter Messiah ID: 00392176 Org: 3022
 Travel Departure: 02/14/2026 Return: 02/21/2026 # Days: 8
 Trip Name/Desc: Test Trip

Approver: Carl Harris (01293670)

Falcon Exchange Travel Advance: \$5,000.00
ATM/P-Card Cash Advance: \$2,500.00
Falcon Exchange Cash Return: \$658.57
Balance: \$6,841.43

Total from Details \$6,841.43
 IN BALANCE

Account Sub-Totals

Account	Total Amount
Honorariums	\$4,357.60
Employee Travel	\$2,178.80
Student Travel	\$305.03

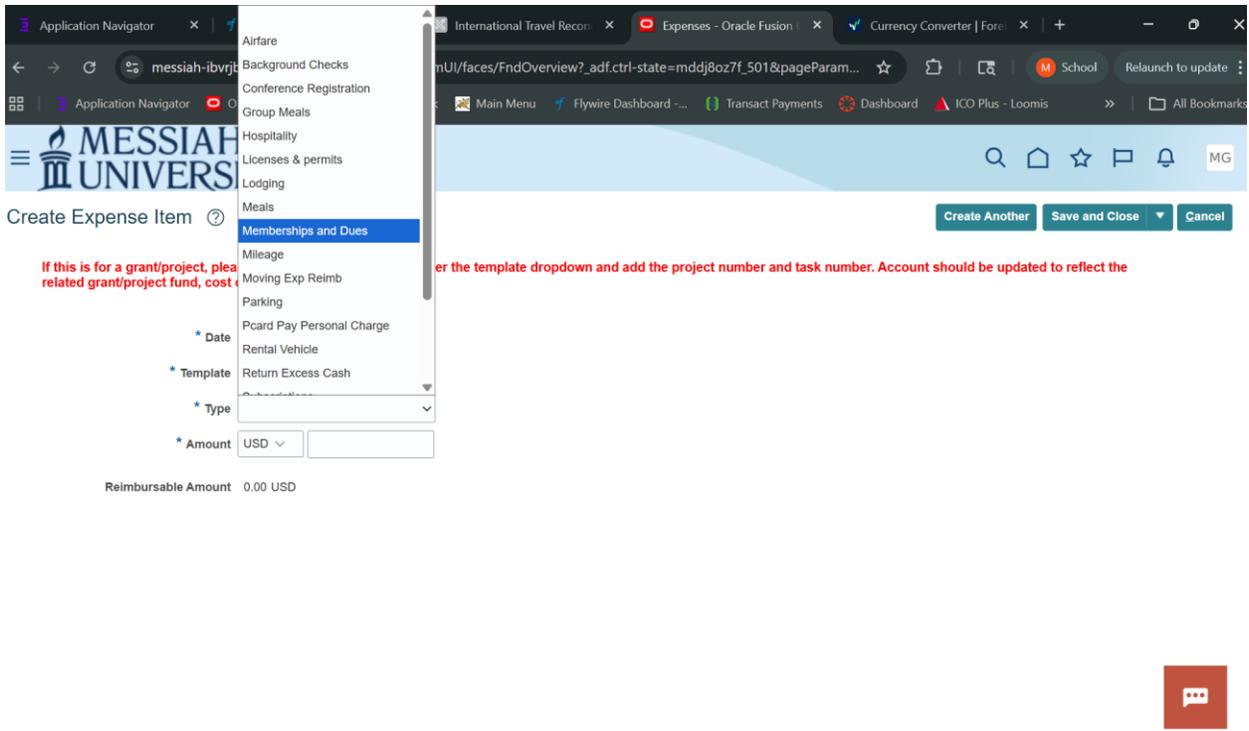
Expense Details

Arr	Exp Amt	Exch Rate	USD Amt	Exp Acct	Activity Code	Desc
Jan Kwacha	5,000.00	.05	\$272.35	Student Travel (6207)		
Jan Kwacha	600.00	.05	\$32.68	Student Travel (6207)		
Jan Kwacha	80,000.00	.05	\$4,357.60	Honorariums (6421)		
Jan Kwacha	40,000.00	.05	\$2,178.80	Employee Travel (6200)		
Total Dollars			\$6,841.43			

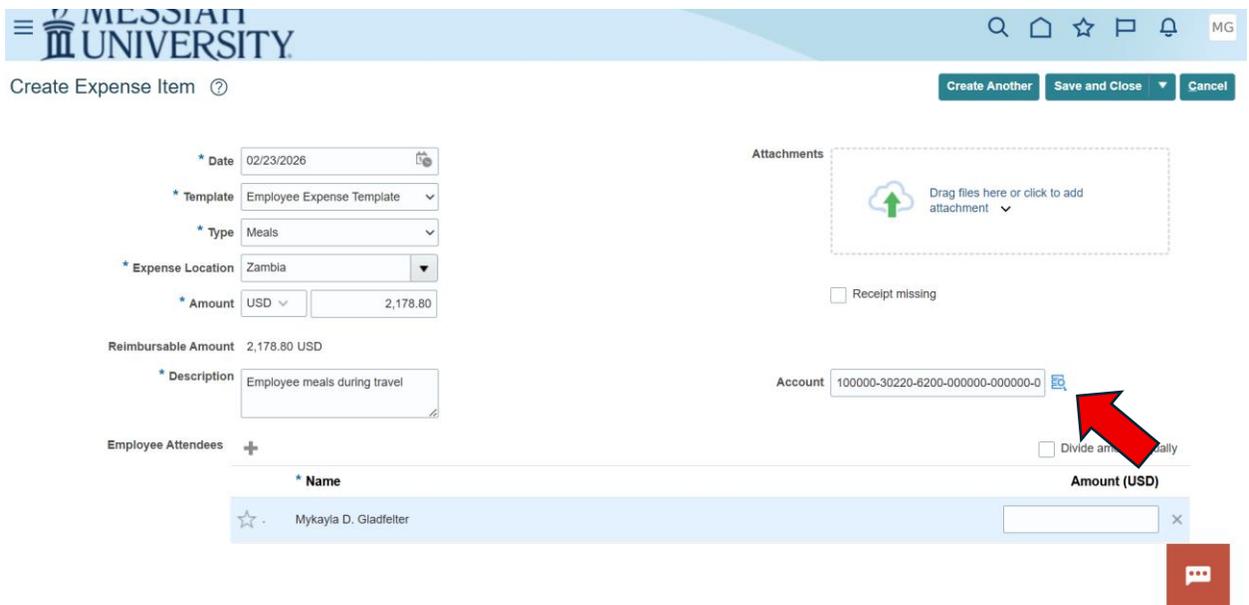
Use the amounts and accounts from this section.

Use the account numbers from this section.

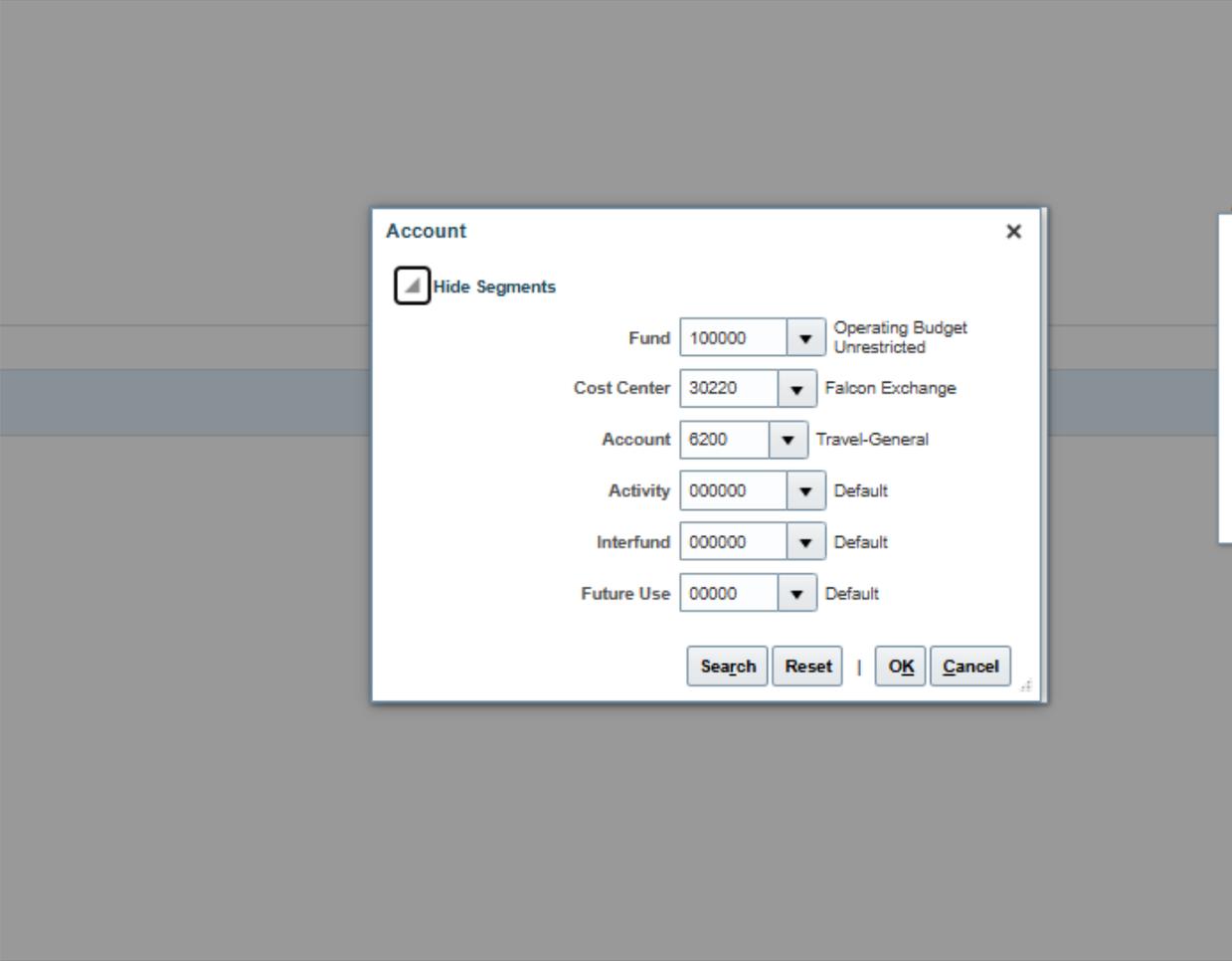
6. Select an appropriate expense type from the drop down menu.



7. Fill in all required fields and attach receipts. Click on the blue search icon next to the account.



8. Make sure the cost center is the appropriate one for your trip and the account number matches the account numbers from the Expense Reconciliation Form.



9. Select “Ok” and then “Save and Close” or “Create Another” if you have another expense account to report on.

10. If returning cash to the Falcon Exchange, choose “Return Excess Cash” as the expense type and change the cost center to all 0s.

* Date: 02/25/2026

* Template: Employee Expense Template

* Type: Return Excess Cash

* Expense Location: Zambia

* Amount: USD

Reimbursable Amount: 50.00 USD

* Description: Return excess cash

Attachments: Drag files here or click to add attachment

Receipt missing:

Account: 100000-30220-1092-000000-000000-00

Account

Hide Segments

Fund: 100000 | Operating Budget Unrestricted

Cost Center: 00000 | Expense Sheet

Account: 1092 | Expense Excess Cash Advance Clearing

Activity: 000000 | Default

Interfund: 000000 | Default

Future Use: 00000 | Default

Search | Reset | OK | Cancel

11. Press “OK” and then “Save and Close”

12. Fill in the Purpose box, check the box next to “I have read and accept the corporate travel and expense policies.” Then press “Submit”

Expense Report: EXP000036423297

Purpose must start with P-card, DBC card, Reimbursement or Cash Advance followed by a description of the expenses.

* Purpose: Cross Cultural

Missing Images Reason:

Attachments: None

Status: Saved

Report Total: 50.00

I have read and accept the corporate travel and expense policies.

Save | Submit | Cancel

Expense Items [1]

Date	Type	Amount	Merchant	Location	Description	Attachments
02/25/2026	Return Excess Cash	50.00 USD		Zambia	Return excess cash	*Add attachment