

**CASH REPORT COVER SHEET  
INTERNATIONAL & OFF-CAMPUS STUDIES**

Name \_\_\_\_\_ Program \_\_\_\_\_ Unit # \_\_\_\_\_

**Amounts in  
U.S. Dollars**

**Advances:**

Checks  
ATM Advances from Credit Card  
Foreign Currency Advance (in US Dollars)  
Funds wired abroad to instructor  
Unconverted foreign currency from IOS (left over from pr year)

**TOTAL ADVANCES:**

**Accounting:**

Amounts returned (including TC)  
    Deposit 1  
    Deposit 2  
    Deposit 3  
    Deposit 4  
Unconverted Foreign Currency Returned to IS  
Due from Employee for Personal Expenses  
Total Cash Expenditures from Attached

**TOTAL ACCOUNTING (should = advance):**

**DIFFERENCE (should = \$0):**

Note: Loan receivable from student included in expenses      Name \_\_\_\_\_ Amount \_\_\_\_\_

*By signing below, I understand that I am accountable for verifying the following items:*

*The employee has returned any excess advance to the college*

*There are no amounts due to the employee by the college*

*I have verified that all expenses related to the advance are valid St. Olaf business expenses*

*I have proper documentation to substantiate all unreturned funds from the advance (including detailed receipts, names of all parties at meals, etc.)*

*The total advance amount above that is not being returned can be expensed to 68900.*

*I have and will keep the documentation to substantiate these expenses according to St. Olaf retention guidelines (keep for approx 7 years after fiscal year end)*

*Summary for these expenses is attached to this form*

\_\_\_\_\_  
Approver Signature

\_\_\_\_\_  
Date