

## Cash Advance Reconciliation Checklist

When submitting your reconciliation to your advisor, it is important to make sure all the items on this list are complete. This will make processing your reconciliation faster and will ensure fewer mistakes that can complicate the process (which will also result in fewer meetings and faster processing)!

Print out all receipts, mileage calculations, and per diem information from your trip and attach them to your report.

Separate expenses by “Faculty Expenses” and “Group/Student Expenses”

Record all expenses on the [Reconciliation Spreadsheet](#) provided by the EAO office

Make sure all receipts are **1) individually recorded 2) numbered in order; and 3) correspond** to the correct entry in the EAO Reconciliation Spreadsheet

Make sure all receipts are **FULLY TAPED DOWN** to an 8 ½ by 11 piece of paper

Print out and include the exchange rate for the duration of your trip on the Reconciliation Spreadsheet  
([www.oanda.com](http://www.oanda.com), ATM Receipt, or credit card statement)

Attach an itinerary with the dates and times of departures and arrivals for each destination  
- Use this to show your per diem calculations by meal

Include a list of all program participants (faculty, staff and students)

Fill out “Missing Receipt” forms for any missing receipts and make sure they have your signature and a witness signature

Complete all three pages of the Travel Expense form and submit it along with your reconciliation

Email an electronic copy of the completed Spreadsheet to [eaoaccounts@kennesaw.edu](mailto:eaoaccounts@kennesaw.edu)

### **Avoid these simple mistakes when preparing your reconciliation:**

1. **DO NOT** staple anything. Use tape or paperclips to secure documents.
2. **DO NOT** create your own reconciliation spreadsheet. Use the Reconciliation Spreadsheet provided by our office.
3. **DO NOT** submit documents without signatures.
4. **DO NOT** tape multiple receipts on top of each other or cover prices with tape.