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, 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

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.