1. Use the Reconciliation Spreadsheet provided by the Education Abroad Office. Do not create your own spreadsheet. A sample can be found on the second tab of the spreadsheet.

2. Gather all of your receipts and tape each down on an 8 ½ by 11 sheet of paper. Do not use any staples. Tape receipts down on all four sides so that they can feed through the copy machine without tearing. Do not tape receipts on top of each other or cover prices with tape.

3. Make sure all of the “Missing Receipt” forms are signed by all necessary parties.

4. Be sure to include the completed per diem form with your receipts. This is the last page of the Travel Expense Statement, which you will need to complete before completing the reconciliation spreadsheet.

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

6. Record all expenses on the Reconciliation Spreadsheet under the proper category. (Either put under faculty or put under student/group expense). Insert additional rows as needed.

7. After all expenses are recorded, number the receipts and place in numerical order behind spreadsheet.

8. Enter the conversion rate. (See the conversion rate job aid to get this or visit oanda.com)

9. Enter the amount of the cash advance you received, if any, in the proper cell of the spreadsheet.

10. The amount you will need to return or the amount that is owed to you should now be on the bottom line.

11. Sign and date the spreadsheet and email a copy to eaoaccounts@kennesaw.edu.

12. Submit the spreadsheet, your receipts, and the completed Travel Expense Statement to the EAO front desk in an envelope marked “EAO Coordinator.” Be sure to include the completed per diem page (page 3) of the Travel Expense Statement.

13. See reconciliation checklist to make sure you have included all required information. Please do not submit incomplete packages.

Last Updated: April 13, 2016