

## **Documentation / Items to be Submitted by Directors Upon Completion of a Foreign Program**

1. List of program participants with Baylor ID numbers and amount of program fees paid by each participant.
2. List of faculty, including course names and numbers, section numbers, credit hours for classes taught, and names of students enrolled in each class.
3. All bank statements, if applicable to the program.
4. Documentation of foreign exchange rates used. This will only apply if funds were exchanged during the program. Oanda ([www.oanda.com](http://www.oanda.com)) is the website used for currency conversion. If currency is bought in advance, please provide documentation of the rate that the currency was originally purchased at.
5. Required original documentation of expenses – including receipts for goods and services purchased, and signature sheets for cash allowances distributed during the program.
6. If the director(s) is claiming expenses for a spouse, an approved list of spousal duties must be submitted.
7. For receipts not received, lost, or non-itemized, and the expense is \$35.00 or more, a completed, signed, and approved Lost Receipt Affidavit must be submitted. This affidavit must be signed by the program director and Director of CIE.
8. Do not include disallowed expenses on the Travel Expense Summary and Travel Expense Report. Examples of disallowed expenses include personal items, alcohol, etc.
9. For St. Andrews and Maastricht, a listing of the approved meal per diem expenses must be provided.
10. The Travel Expense Summary and a summary of travel advances should be submitted with the Travel Expense Report.
11. The Travel Expense Report must be filled out in US dollars and signed by both the program director and Director of CIE.
12. Upon return from trip, remaining University funds must be submitted to CIE with other supporting documentation for the program, or deposited in the Cashier's Office with a deposit receipt form. A copy of the deposit receipt form, stamped by the Cashier's Office, must be submitted to CIE if the funds were deposited.
13. If foreign currency was distributed to the program director in advance of the trip, documentation must be submitted with the Travel Expense Report. This also applies if foreign currency was returned to CIE.