University of Dallas
Accounting Procedures
Euro Petty Cash Process

The following process is to be used by all University of Dallas employees who are traveling abroad and who need to take Euros with them in order to pay for miscellaneous travel expenses such as taxi fare. Euros issued by the bursar are to be treated in the same manner as cash that is advanced to an employee prior to going on a trip. The process consists of three steps. The first being the issuance, the second being the return of unused Euros and the third step being the accounting for the Euros spent.

Step One – Issuing Euros

The employee needing Euros must fill out a Euro Advance/Return Form. This form can be found under the Business Office webpage under Account Payable. Please note that the document is interactive and automatically converts Euros into the proper cash equivalents based on the exchange rate used by the University. This conversion process should not impact the traveler and is simply a process used by the Business Office to properly account for the advance.

The following fields must be filled in before Euros will be issued to the employee.

Euro Advance

Under the section titled **Name**/**Address** fill out the following

1. Purpose/Benefit to the University
2. Check one of the two disposition boxes depending on the activity, Issue or Return
3. Requestor's Name
4. University of Dallas ID Number
5. Requestor's Home Address

Under the section titled **Euro Accounting**, two lines are provided. The first is for an issuance or advance of Euros and the second line is for the return of Euros. For an advance of Euros:

- Fill in the number of Euros being advanced or returned in the proper box.
- Read the instructions that follow.

Under the section titled **Verification of Advance**/**Return**, complete the following.

1. Requestor's Signature
2. Date
3. Telephone Extension
4. Budget Supervisor Signature
5. Business Office Approval
6. Person receiving the Euros from the Business Office in the rare case that the receiver is not the requestor.
7. Date received or date returned

The completed form must be approved by either the Director of Finance, or the Controller before the Euros will be issued. If neither of these individuals are available, the Bursar will approve the issuance.

Processing the Advance Form.

- The original Advance Form will be put into the Euros box maintained in the bursar's office.
- The Business Office will keep a copy of the Advance Form for reconciliation and will provide a copy to accounting.

The Bursar will then issue the Euros. The person receiving the Euros must count and verify the number of Euros received before leaving the office.

Step Two – Return of Euros

The return of Euros requires two steps. The first step is to return the unspent Euros to the. Bursar's office as soon as possible upon return to work at the University. The second step in the return process is described below in "Step Three" and is the process for accounting for the Euros used while traveling.

Euro Return.

The person returning from a trip with unspent Euros will use the "Euro Advance/Return Form" found in the Business Office website under Account Payable, to document the actual return of Euros, and the "Euro Return and Expense Form" to account for the Euros used. Complete the "Euro Advance/Return Form" in the same manner as described under Issuing Euros above and bring it to the Bursar who will accept the returned Euros as well as the completed form. The Bursar will process the returned form in the same manner as described above under Euro Issuing.

Step Three – Accounting for Spent/Returned Euros

- The employee will need to use the "Euro Return and Expense Form." (Expense Form) to account for Euros spent during travel. The exchange rate for this form is established in advance and is listed on the Expense Form. Please check to make sure that the same rate is used for both the Euro Advance/Return Form and the Expense Form. Complete the Expense Form filling out all boxes. This includes the business purpose, fund code, organization code, accounting code and the amount in Euros. Do not override the dollar equivalent column as it is based on the predetermined exchange rate. An activity code is generally not required, but should be filled in if one has been assigned to this particular travel activity prior to the date of travel.
- To the extent that any advance Euros were used to pay for personal meals, the Per Diem request form must be submitted along with the Expense Form.

- To the extent that any Euros were used to purchase personal items, the Expense Form provides a process for calculating the amount owed to the University of Dallas. Please contact the Business Office for assistance. **Remember that University funds may not be advanced for personal reasons.**
- Date and sign the form and print your name in the box provided.
- Obtain your budget supervisor signature, printed name and the date that he signed the document.
- Turn in the Expense Form along with the Per Diem request form, if required, and a copy of the Euro Advance/Return Form for both the advance and return.