

Theory-to-Practice Grant (TPG) Expense Report
--how to account for funds--

Students awarded a TPG are required to account for and document all of their awarded TPG funds within 30 days of the completion of their funded TPG project. The TPG Expense Report satisfies institutional requirements for IRS and accounting compliance. Students who do not properly file a TPG Expense Report in a timely manner may have a hold placed on their student account or may have their account charged for the full amount of their TPG. Requests for an extension to the TPG Expense Report filing deadline may be made by email to the OWU Connection / IOCP Office.

(Arrangements made through the University's travel services provider or paid for or purchased by the University directly will be accounted for by the OWU Connection / IOCP Office.)

Most students will also be spending personal money while engaged in TPG activities. This can complicate things.

The TPG Expense Report will include:

- (1) a spreadsheet or list documenting all expenditures (for example see below)*
- (2) a receipt or missing receipt affidavit for every transaction – this documents the transaction*
- (3) a check made out to Ohio Wesleyan University for any amount of the TPG that is not documented*

1. If you deposit your TPG funds into a personal bank account, retain the receipts for deposits and withdrawals connected to your TPG. These may help you if you have a problem documenting your expenses. Do not record these transactions on your spreadsheet or list. This will make accounting for your expenses easier.
2. Document expenditures as often as possible – daily is best. If you do not get a receipt, complete a missing receipt affidavit – daily is best. It usually helps if you number your receipts in sequence– simply write number on each receipt or missing receipt affidavit. The numbers do not have to be in perfect sequence. This does help.
3. Keep receipts in a safe place. Capture an image of your receipt for your records as a back-up.
4. If exchanging USD (\$) for foreign currency, you are really “buying” the foreign currency. Save the receipt for the exchange transaction; this will make accounting for your expenses easier.
5. If you use a personal credit or debit card, document separately on spreadsheet or list.
6. Print-out spreadsheet/list and collect all receipts. Put all in envelope and drop off at Merrick or HWCC. There are gray locking drop boxes in both locations

SAMPLE EXPENSE REPORT

J. Smith

TPG Expense Report

Research in France – Summer 2017

Air ticket and some accommodations paid for by OWU travel agent.

Date	Description	Receipt #	US Dollar	Euro
05/06/17	TPG AWARD check (remaining funds after air ticket purchased by OWU)	---	+863.45	
05/15/17	McDonalds—Columbus airport	1	-7.88	
Paris	Food JFK – Mack’s Deli	2	-13.22	
05/16/17	FOREIGN EXCHANGE – USD to E	9	-300.00	+251.33
	Food at CDG – La Chat Noir	3		-11.22
	Transport	4 affidavit		-8.50
	<i>Pharmacie Vanier</i> – food/water	11		-8.38
	Supper	5		-20.12
05/17/17	FOREIGN EXCHANGE – USD to E	7	-179.92	+150.00
	Lunch	8		-9.46
	Coffees	10		-3.74
	Museum entry	12		-15.00
	Dinner	13		-19.33
	Food at <i>Depannier Claude</i> for late night	14 affidavit		-4.22
05/18/17	SNCF – rail ticket	15		-52.61
	<i>Librairie Max</i> – book prix for phot cont	16		-16.21
	Lunch	17 affidavit		-9.80
	Hostel	18		-125.00
	Dinner	19		-23.27
	FOREIGN EXCHANGE – USD to E	20	-61.44	+50.00
05/19/17	Lunch	21		-7.22
Lyon	Museum	23		-25.00
	Dinner	22		-19.87
	Museum	24		-10.00
05/20/17	Lunch	25 affidavit		-8.22
	Museum	26		-15.00
	Supplies	27		-9.77
	Dinner	28		14.22
	Maps, & other	32		22.18
05/21/17	JFK airport – snacks. Hudson news	29	-6.98	
05/21/17	FOREIGN EXCHANGE – E to USD			
	Personal Visa Charges			
05/16/17	Hostel	6	-184.22	
05/18/17	Museum	26	-22.18	
05/16/17	Metro tickets--Paris	30	-26.33	
05/19/17	Metro tickets—Lyon	31	-12.34	
05/21/17	Taxi home	33	-58.25	
	All TPG funds spent—no money to return			