Receipts Submission Instructions
Closing an Advance/Fulfilling Obligations of a Promissory Note

Guidelines: Supplies that benefit an organization will not be covered unless included in program fees from that organization. No bank or credit card fees are covered. Transportation to Atlanta airport not covered (or whichever airport you fly out of). No gifts, alcohol, clothes or paying for other people's expenses.

1. Each receipt will be reviewed. Gather all your receipts, and highlight the amount paid (not owed). This process can only accommodate one currency; additional currencies must be handled separately*.  
   - If others are included in the receipt, just highlight the items you purchased and write in and highlight the amount applicable to you. If this receipt is shared with another Fellow or Ramsey, the other person will need to use a copy and indicate who has the original receipt.
   - A valid receipt must demonstrate what you PAID not what you OWE.
   - Do not summarize the amount for all receipts on a page. Each receipt must have its own amount highlighted.

2. Remove all staples, and tape all receipts to copy paper. Tape must cover every inch of the edge of every receipt. Be careful not to put tape over the amounts. (Tape often darkens making it impossible to read the covered amount.) You can tape several receipts to one page, but only use one side of the paper.

3. Number the receipts in the order in which they were taped. Near the top of each receipt, write the number in large print and circle the number so it’s obvious (and easy to find) which number you’ve allocated to that receipt.
   - Paper, tape and a highlighter are available at the Foundation Fellows office. You may use these supplies if needed and conduct your taping in room 216 Moore.

4. Complete and email the Receipts Submission document for either domestic or international travel. Note the 3 tabs in the Excel document. The document must be emailed to crist77@uga.edu before the meeting.
   - Tab 1: Complete highlighted sections and input information from taped receipts.
   - Tab 2: Sometimes in foreign countries you just cannot get a receipt, and you must keep a ledger with these charges. (You should always have receipts for large expenses like plane/train tickets, accommodations, program registration fees and grocery store shopping.) Always ask for a receipt for every charge. They can often draft one. When it’s impossible, add these charges to the submission document under tab 2.

5. If you think you might owe money back to the UGA Foundation, bring a check to your meeting. Remember, every charge may not be approved.

6. Don’t forget to submit your travel-study report to the FF web or email to crist77@uga.edu if you are a Ramsey. Reports are due September 1 for summer, February 1 for fall or winter travel, and June 1 for spring or May travel, or you will owe the grant money back in full to the program!

*If you are submitting receipts for more than one currency, complete this process separately for additional currencies.