Resources
- [http://ecoss.nau.edu/employee-resources/](http://ecoss.nau.edu/employee-resources/)
- Currency conversion: [www.oanda.com](http://www.oanda.com)
- Send Excel form and all receipts to [Stephanie.Mayer@nau.edu](mailto:Stephanie.Mayer@nau.edu).

Exhibit J Reminders
- Use a clean form or saved template with only the top completed to avoid leaving old information.
- Include the grant information in the comments at the top.
- Exhibit J is door-to-door. Start with the day you left Flagstaff (or your point of departure) and end the day you returned.
- Use only one line for each date. Each date should have a line.
  - Exception: If you were in one location with no expenses, you can use a date range.
- List expenditures on the dates they took place. Sum totals in categories if necessary.
- Include information about anything missing in the comments box on page two: lodging, airfare, M&IE, ground transportation.
- Include all receipts and document lost receipts.
  - Take pictures of physical receipts with your phone.
  - If you lost a baggage receipt, you may be able to retrieve it using the ticket number on your bank statement from the purchase.
  - If you have airfare, include the receipt with the ticket number.
  - If you use a P-Card, upload receipts into PeopleSoft in PDF format.
- Foreign travel:
  - Use the Department of Defense site linked in Employee Resources for lodging and M&IE.
  - Maximum M&IE = Local meals + Local incidentals - $10.
  - Include currency conversions from your bank statements or from the internet for the date the expense took place.