

Team Treasurer Responsibilities & Reporting Form

Receipt of Funds:

- Prior to departure, FOB's Accounting Office will provide the Team Treasurer with a check for \$1,000 by mail. Please cash the advance check a few days prior to your trip. Ask for the check to be cashed in bills other than \$20s as they are currently problematic in Honduras. Also, be sure all bills are clean and intact. Honduran banks will not accept bills with marks or damage. Suggested bill breakdown: 4 \$100 bills; 7 \$50 bills; 20 \$10 bills; 7 \$5 bills; 15 \$1 bills.
- Once in Honduras, FOB's Program Director will provide the Team Treasurer with the \$500-\$1000 in lempiras that you will need for the week. These funds have been wired down ahead of time, so your team doesn't have to carry as much cash. Please document this on your expense report form.

Recording Expenses:

- Ask for receipts on all purchases. Write on the back what the receipt was for (to help you remember for when it is time to log it in the expense report).
- If you were not given a receipt, ask the Program Director to provide you with one.
- Use the Expense Report form provided to record all expenses by category.

Important information:

- Team Funds are ONLY to be used for approved trip expenses, including baggage fees, tolls, fuel, restaurants in Honduras, and miscellaneous team needs (deworming supplies, tire replacements, etc.). Food in US airports, parking fees at airports, and transportation costs prior to departure and upon return from Honduras are NOT allowable expenses from Team Funds. These are personal expenses.
- The typical exchange rate is \$1US to approximately 24 lempiras, although it fluctuates slightly each day.
- While in Honduras, the treasurer is required carry all the cash with them each day. The cash may be locked in the lock box on the bus while the team is in the communities. Funds should be placed in something that cannot be misplaced easily. It should be large enough to carry the daily receipts and a small calculator. The Team Leader should know where the funds are kept.
- It is not safe to use your credit card at gas stations in Honduras.
- Never count the funds in public. Use the bus or your room.
- It is helpful to deduct what is spent daily and keep a running total of funds on hand in dollars and lempiras.
- If you are not able to travel with the team (due to illness, etc.) then you will need to give the funds to the Team Leader or another team member.

At the Airport:

- The travel advance will include funds to cover baggage fees at the airport for clinic supplies and one bag per team for team member's shoes and toiletries (if they don't have space in their carry-on luggage). Airports require that payments are made via credit card. We ask that the Team Treasurer cover the team's baggage fees with their personal credit card and reimburse themselves with the cash provided in this advance. An estimate baggage fee amount will be provided to the team treasurer before travel day. Please submit a receipt.
- Before paying these fees, please explain your team's mission to the representative and briefly what your bags contain (medications and supplies). At times, these fees can be waived.
- If a team member checks a personal bag, it is to be paid for by the team member, not with team funds.

Expenses in Honduras:

- General food and lodging expenses at Alfredo's House have been paid in advance. You will only pay such expenses when eating in restaurants as necessary and permitted.
- Fuel typically needs to be paid in lempiras. FOB staff will bring all vehicles to be filled with gas on fuel days.
- Restaurants typically need to be paid in lempiras. Alcohol in restaurants is a personal expense and not an allowable expense from Team Funds.
- Tipping for FOB employees is NOT to be done directly to individuals and should NOT be done from team funds. Funds should be placed in an envelope and brought back to the US Central Office. The total tip amount should be recorded on the final expense sheet for purposes of record keeping and controlled disbursement to staff members later in their paychecks.
- Upon return, team funds may only be used to check 1-2 duffels of team gear (liquids, boots, sharps, etc.) and baggage containing FOB materials provided by FOB staff. If team members choose to check personal bags, they will need to do so at their own expense. The treasurer should use their personal credit card again and reimburse themselves with the team funds, providing receipts.

Upon Return:

1. Complete the Expense Report.
2. Tape receipts chronologically to sheets of paper.
3. Return the Expense Report, receipts, and remaining funds (check or cash) NO LATER than 7 days following the team's return.

Expense Report Form

TEAM: _____

TREASURER NAME: _____

Transportation (Fuel, tolls, parking fees)	US \$\$	LEMPIRAS	TOTAL IN US \$
Total Transportation Costs:		US \$	

Team Meals (one team dinner at restaurant & one ice cream trip)	US \$\$	LEMPIRAS	TOTAL IN US \$
Total Meals Cost:		US \$	

Miscellaneous (baggage fees, supplies, etc.)	US \$\$	LEMPIRAS	TOTAL IN US \$
Total Miscellaneous:		US \$	

*Exchange Rate is \$1.00 U.S. = _____ Lempiras

Travel Advance Funds Received from Central Office: \$ _____

Lempiras Received in Honduras: L _____

Total Spent: \$ _____

Total Returned in USD: \$ _____

Total Returned in Lempiras: L _____ USD equivalent: \$ _____

Total Funds Required for Reimbursement: \$ _____

Total Collected for Honduran Staff Tip: \$ _____ Lempiras _____

Treasurer Signature: _____ Date: _____

PLEASE TAKE NOTE OF COSTS THAT ARE THE RESPONSIBILITY OF THE INDIVIDUAL TEAM MEMBER:
Excursions, additional meals or ice cream trips aside from the one included, souvenirs, alcohol at the team dinner.