Leader Expense Report

Since 1972 Xperitas Nonprofit Immersion Travel

Leader Name:

School Name:

Year: (circle one) Spring / Summer Destination Country: Group #:

The leader stipend you receive from Xperitas is intended to cover your per diem expenses, which include food, transportation and entry fee costs. Souvenirs, gifts and classroom materials are not considered per diem expenses by the IRS and should *not* be recorded on this expense report form. You can find the average daily exchange rate for the duration of your program here: www.oanda.com/convert/fxhistory

If you have received a leader stipend of $600 or more, Xperitas is required by the IRS to mail you a 1099 for this "income". For tax purposes, you may wish to keep all receipts from *per diem expenses* (e.g. meals and incidental expenses – not gifts or souvenirs) and record them. A Leader Expense Report may be downloaded from our website: www.xperitas.org/resources/leader-expense-report. Xperitas recommends speaking with your own tax adviser about recording this income on your taxes.

Leader Stipend Amount in USD $		
***minus* Total Expenses in USD $** **(use avg. daily exchange rate)**	**(-)**	
***equals* Remaining Balance in USD $** **"Income"**	**(=)**	

Date	Description of Item or Transaction	Amount in local currency
	Total (this page) in local currency:	
	(Use avg. daily exchange rate) Page Total in USD $:	

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