



## C4U expense & revenue tracking procedure

Below please find a new link for filling all reimbursements/ invoice payment requests/revenue.

**C4U expense & revenue tracker form:** <https://forms.gle/VdX673P1noutoFyr5>

Please note, no transactions will be processed if they are not reported through this portal.

**Who is eligible to report transactions:** C4U trustees within the approved budgets, C4U officers in accordance with the account management policy, C4U members and officers if authorized by the C4U trustees.

Please, report all expenses and receipts in GBP. Please add the following details: the type of expenses / revenue; project/ funding budget it is associated with; the total value in GBP; a brief explanation (type of expenditure/ revenue; amount total shown on the receipt, currency, exchange rate and amount in GBP). If you have to report multiple payment or revenue transactions, please make sure you are reporting them separately for each type of transaction and source of funding (e.g. several office supply items can be reported as a single transaction, but if you also buying snacks for an event, it should go into a separate record).

If you have proof of the exchange rate (a receipt from a currency exchange when foreign currency was purchased or a bank/card statement) you can use this rate. If you do not have proof of your exchange rate please use historical rates from the XE.com website (here is the link: <https://www.xe.com/currencytables/>).

Please upload a picture of the screen with rates that you use with the evidence for the Form C4U expense and revenue tracker.

If you have any questions feel free to contact Hanna at [Canterbury.for.Ukraine@gmail.com](mailto:Canterbury.for.Ukraine@gmail.com) with a subject: revenue report/ payment request