



Boston College EXPENSE REPORT

(Refer to the BC Travel Policy and Instructions before completing)

Expense

Employee's Name:	Business Purpose of Expense: (circle one)
Department:	Conference Moving Expenses Reimbursable Office Expenses Team Travel University Sponsored Function
Extension:	Fundraising Recruiting Research Training

Description of Expense

#Days: Destination: Beginning: Ending:

PART 1: TRANSPORTATION

Date(s)	Mode	From: City/State/Country	To: City/State/Country	Round Trip (X)	Miles	Rate

TOTAL Transportation Expenses **Subtotal 1**

PART 2: TRAVEL EXPENSES

Date(s)	Location	Lodging	Breakfast	Lunch	Dinner	Miscell. \$	Description of Expense

TOTAL Travel Expenses **Subtotal 2**

PART 3: OTHER EXPENSES

<i>Certification: I certify that all expenses reported here are appropriate and necessary to the objective of the travel and that no other reimbursement will be forthcoming:</i>	

Signature of Employee _____ / /

Authorized Approval _____ / /

Total of Other Expenses **Subtotal 3**

PART 4: SETTLEMENT

Total Travel Expenses (1+2+3):

Less: Personal/Other Funding:

Net Travel Expenses:

PART 5: ACCOUNT DISTRIBUTION

Less: Advances from Boston College:

REPORT TOTAL:						
Distribution	Dept	Fund	Fund Source	Program	Function	Property
%						
%						

If funded by a grant or capital project please include the following values:

Distribution	Project	PC Bus Unit	Activity	Res Type	Category	Sub-Cat
%						

Report

Amount

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

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