

SABSC EXPENSE REPORT Form Required for all Travel Related Expenses					Expense Report #			
Today's Date:				Business Purpose of Expense:				
Department or Student Organization:				Conference/Function Name:				
Contact Name:				Conference/Function Address:				
Tel #:								
Email:								
Additional info:								
Description of Expense								
#Days:		Destination:		Beginning:		Ending:		
PART 1 of 4: TRANSPORTATION EXPENSES								
Date(s)	Mode	From: City/ State	To: City/ State	Round Trip (Y/N)	Miles	Rate	Amount	
							\$	
							\$	
							\$	
							\$	
Transportation Subtotal 1							\$	
PART 2 of 4: TRAVEL EXPENSES								
Date(s)	Location	Lodging \$	Breakfast \$	Lunch \$	Dinner \$	Miscell. \$	Description of Expense	Total for Date
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
Travel Expenses Subtotal 2							\$	
PART 3 of 4: OTHER EXPENSES								
Date(s)	Location	Description of Expense (including attendees)					Amount	
							\$	
							\$	
							\$	
							\$	
Other Expenses Subtotal 3							\$	
PART 4 of 4: SETTLEMENT								
Total Travel Expenses (1+2+3):							\$	
Less: Advances from BC:							\$	
Total Amount to be Reimbursed:							\$	

How to Ensure Effective Processing

- An Expense Report must be completed for all travel related reimbursements and attached to the reimbursement form.
- Fill out the Expense Report completely and legibly. The form can be filled out on-line and printed.
- Fill in as much information as possible.
- Complete Part 1 for transportation expenses.
- List travel related lodging and meal expenses in Part 2.
- For all other expenses, fill out Part 3.
- Total the expenses at the bottom of the sheet in Part 4.
- The Expense Report total must match the total of the receipts and the total amount written on the form.
- For more information, please contact the SABSC.