



Boston College EXPENSE REPORT

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

Expense Report #

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:
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PART 1: TRANSPORTATION

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

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

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:

_____/____/____
Signature of Employee

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	Account

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

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

Attn Supervisors: Be sure account information and descriptions are filled in before signing travel report.