



# Boston College EXPENSE REPORT

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

Expense Report #

Employee's Name:	<b>Business Purpose of Expense:</b> (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

<b>TOTAL Transportation Expenses</b>	<b>Subtotal 1</b>	\$
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## PART 2: TRAVEL EXPENSES

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

<b>TOTAL Travel Expenses</b>	<b>Subtotal 2</b>	\$
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## 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

<b>Total of Other Expenses</b>	<b>Subtotal 3</b>	\$
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## PART 4: SETTLEMENT

<b>Total Travel Expenses (1+2+3):</b>	
<b>Less: Personal/Other Funding:</b>	
<b>Net Travel Expenses:</b>	\$

<b>Less: Advances from Boston College:</b>	
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## PART 5: ACCOUNT DISTRIBUTION

Distribution %	Dept	Fund	Fund Source	Program	Function	Property	Account

**REPORT TOTAL:** \$

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.