



Boston College EXPENSE REPORT

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

Employee's Name:	Business Purpose of Expense: (circle one) Conference Moving Expenses Reimbursable Office Expenses Team Travel Universit
Department:	
Extension:	

Description of Expense

		From: To: City/State/Country		Round Trip (X)		

\$0.00

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

TOTAL Travel Expenses **Subtotal 2 \$**

PART 3: OTHER EXPENSES \$0.00

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

_____/_____/_____
Authorized Approval

Total of Other Expenses **Subtotal 3 \$**

PART 4: SETTLEMENT \$0.00

Total Travel Expenses (1+2+3):	
Less: Personal/Other Funding:	
Net Travel Expenses:	\$
Less: Advances from Boston College:	

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.