



# 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		Fundraising	
Extension:		Moving Expenses		Recruiting	
Employee ID:		Reimbursable Office Expenses		Research	
Originator:		Team Travel		Training	
Extension:		University Sponsored Function			

Description of Expense

## PART 1: TRANSPORTATION

Date(s)	Transportation Type	From and To City/State/Country	Miles	Mileage Rate		Amount

**TOTAL Transportation Expenses** **Subtotal 1**

## PART 2: TRAVEL EXPENSES

Date(s)	City/State/Country	Lodging	Breakfast	Lunch	Dinner	Miscell. \$		Amount

**TOTAL Travel Expenses** **Subtotal 2**

## PART 3: OTHER EXPENSES

<p><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></p> <p>_____/_____/_____ Signature of Employee</p> <p>_____/_____/_____ Authorized Approval</p>	
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**Total of Other Expenses** **Subtotal 3**

**Total Travel Expenses (1+2+3):**

**Less: Advances from Boston College:**

## PART 4: CHARTSTRING

**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.