



Boston College EXPENSE REPORT

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

Employee's Name: _____

Business Purpose of Expense: (circle one)

Department: _____

Conference
Moving Expenses
Reimbursable Office Expenses

Extension: _____

Team Travel
Universit

Description of Expense

\$0.00

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

TOTAL Travel Expenses Subtotal 2 \$ PART 3: OTHER EXPENSES \$0.00

Signature of Employee _____

Authorized Approval _____

Total of Other Expenses Subtotal 3 \$

PART 5: ACCOUNT DISTRIBUTION

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.