



# Boston College EXPENSE REPORT

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

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

**Description of Expense**

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

\$0.00

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

<b>TOTAL Travel Expenses</b>	<b>Subtotal 2 \$</b>
	<b>PART 3: OTHER EXPENSES \$0.00</b>

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Authorized Approval


<b>Total of Other Expenses</b>	<b>Subtotal 3 \$</b>
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**PART 4: SETTLEMENT \$0.00**

<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>	

**PART 5: ACCOUNT DISTRIBUTION**

							<b>REPORT TOTAL: \$</b>
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.**