Boston College TRAVEL ADVANCE

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

Travel Advance #

Employee's Full Name (Middle Initial):

Department:

Extension:

Business Purpose of Expense: (circle one)

Conference, Moving Expenses, Reimbursable Office Expenses, Team Travel, University Sponsored Function, Fundraising, Recruiting, Research, Training

Employee ID:

Originator: **Extension:**

Reason for Request

Justification for Amount Requested.

# Days:		Destination:		Beginning:	Ending:		

PART 1: TRANSPORTATION - Provide anticipated transporation expenses.

Date(s)	Mode	From: City/State/Country	To: City/State/Country	Round Trip (X)	Miles	Rate		Amount

TOTAL Transportation Expenses — Subtotal 1

PART 2: TRAVEL EXPENSES - Provide anticipated expenses.

Date(s)	Description of Expense	

TOTAL Travel Expenses — Subtotal 2

Certification: I certify that the advance requested above will be used for authorized purposes only.

_____ _____/___/____

Signature of Employee

_____ ____/___/____

Authorized Approval

PART 3: ADVANCE REQUEST

Net Travel Advance	
REPORT TOTAL:	

PART 4: ACCOUNT DISTRIBUTION

Distribution	Dept	Fund	Fund Source	Program	Function	Property
%						
%						

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.