To Submit an Expense

To reimburse a student, employee or an outside vendor, all reimbursements must be submitted on the appropriate form located on the UMMSC website.

You must:
- Fill out all of the information
- Sign and date
- Attach all original receipts taped (not stapled!) to a piece of paper.

If the UMMSC forms are not used and completed correctly, the forms will be returned.

If you are being reimbursed for a meetings and meals expense, Accounts Payable requires a list of the attendees (first and last name). They also require the credit card receipt and the receipt that shows the details of the order.

If you have not filled out a Direct Deposit Form, please do so and send it to UMMSC with your next request for reimbursement. Accounts Payable requires that all reimbursement have to be processed by direct deposit.

If you know that the VENDOR you are requesting reimbursement for has not been previously used at Boston College, please send a W-9 for national or W-8BEN for international vendors.

Please use your P-card when it is appropriate.

To request a Purchase Order

Make request on UMMSC website for a purchase order for a service or good. Follow directions on the form to ensure all required data is included. Please make sure you click the submit button.

Contact Service Center with any questions at mm.service@bc.edu or call 2-2283.