

Remove all staples!

 B.C. GRAD STUDENT EXPENSE REPORT (Refer to the BC Travel Policy and Instructions before completing)	PS Voucher/Report #
--	------------------------------------

Student's Name:	Eagle #:	Home Address:
Department:	Extension:	

Conference (Title/Location/Dates):

PART 1: TRANSPORTATION

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

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

TOTAL Travel Expenses	Subtotal 2
------------------------------	-------------------

PART 3: OTHER EXPENSES

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:

_____ / /
 Student Signature

_____ / /
 Authorized Approval (GSAS Only)

Total of Other Expenses	Subtotal 3
--------------------------------	-------------------

SETTLEMENT (GSAS USE ONLY)

Total Transportation	
Plus: up to \$100 (GSAS Students ONLY)	
Additional GSAS Funding	
Total Allowable Reimbursement:	

ACCOUNT DISTRIBUTION

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	
%							
%							

