Boston College TRAVEL ADVANCE

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

Travel Advance #

Employee's Name:	**Business Purpose of Expense:** (circle one)
Department:	Conference, Fundraising, Moving Expenses, Recruiting, Reimbursable Office Expenses, Research, Team Travel, Training, University Sponsored Function
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	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.