

How to Ensure Effective Processing

- An Expense Report must be completed for all reimbursements. You can find this form at (www.bc.edu/clubmoney) The form can also be filled out on-line then printed
- Fill in as much information as possible
- Complete Part 1 for transportation expenses
- List lodging and meal expenses in Part 2
- For all other expenses, fill out Part 3
- Total the expenses at the bottom of the sheet
- The Expense Report total must match the total of the attached receipts& the total listed on the Payment Request Form
- For more information, see instructions on the back of the Payment Request Form