



# Boston College TRAVEL ADVANCE

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

**Travel Advance #**

<b>Employee's Full Name (Middle Initial):</b>	<b>Business Purpose of Expense:</b> (circle one)										
<b>Department:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Conference</td> <td style="width: 50%;">Fundraising</td> </tr> <tr> <td>Moving Expenses</td> <td>Recruiting</td> </tr> <tr> <td>Reimbursable Office Expenses</td> <td>Research</td> </tr> <tr> <td>Team Travel</td> <td><u>Training</u></td> </tr> <tr> <td>University Sponsored Function</td> <td></td> </tr> </table>	Conference	Fundraising	Moving Expenses	Recruiting	Reimbursable Office Expenses	Research	Team Travel	<u>Training</u>	University Sponsored Function	
Conference	Fundraising										
Moving Expenses	Recruiting										
Reimbursable Office Expenses	Research										
Team Travel	<u>Training</u>										
University Sponsored Function											
<b>Extension:</b>											
<b>Employee ID:</b>											
<b>Originator:</b>	<b>Extension:</b>										
<b>Reason for Request</b>											

**Justification for Amount Requested.**

# Days:		Destination:		Beginning:		Ending:	
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**PART 1: TRANSPORTATION** - Provide anticipated transportation expenses.

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

<b>TOTAL Transportation Expenses</b>	<b>Subtotal 1</b>	\$
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**PART 2: TRAVEL EXPENSES** - Provide anticipated expenses.

Date(s)	Description of Expense	

<b>TOTAL Travel Expenses</b>	<b>Subtotal 2</b>	\$
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*Certification: I certify that the advance requested above will be used for authorized purposes only.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Authorized Approval

**PART 3: ADVANCE REQUEST**

<b>Net Travel Advance</b>	
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<b>REPORT TOTAL:</b>	
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**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.