



## Expense Reporting Tips

### When submitting an Expense Report, provide the following items as Proof of Payment:

- Original receipts
- E-ticket or boarding passes/passenger receipt
- Itemized hotel bills
- Itemized meal receipts with list of attendees
- Rental car bills
- Necessary tolls receipts
- Airport parking fees that do not exceed normal taxi fares to/from the airport

### When submitting an Expense Report:

- Please print out the Expense Report done on PeopleSoft and the Expense Receipts page.
- Tape all original receipts as proof of payment to the Expense Receipts Page.
- Send these pages to Accounts Payable, 190 More Hall.

### Additional Helpful Information:

- **Conversion rates:** We recommend [www.oanda.com](http://www.oanda.com) for the most current rates. When calculating the rate, please use the date the expense was incurred, print the Oanda page and send it down with your Expense Report.  
*If you do not use this site, please supply us with a copy of the website or newspaper where you obtained your conversion rate.*
- **Mileage or Gas:** You can be reimbursed for either mileage or gas not both.
- **Registration Fees:** We prefer you create a voucher directly to the vendor for registration or conference fees versus applying for a cash advance or using your purchasing card. This provides the University with a list of the conference as vendors.
- **Cash advances:**
  - Advances should be received and used for trips in the future.
  - Do not hit your budget until the trip is reconciled on an expense report.
  - Please provide chartstring/employee id information when applying for an advance.
  - Please provide detailed trip information and reason for request when applying for an advance.

### EFT Program

We are pleased to announce a feature in PeopleSoft Financials. Employees can now receive travel and expense reimbursements via direct deposit to their primary payroll bank account. If you wish to participate in this program, please complete an Authorization Form, which needs to be signed and mailed to Accounts Payable, 190 More Hall or fax the form to 2-0661. The form can be found on our Travel page, [www.bc.edu/travel](http://www.bc.edu/travel).

For more information regarding travel, contact Anna Branco at 2-3379.