

SABSC BC STUDENT Reimbursement Form

PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORM FOR INSTRUCTIONS

Use this form to request reimbursement for an expense incurred. This form should not be used for compensation, awards or payments for services

Date: _____ / _____ / _____

Reimbursement Requested for:

Student Name: _____ Eagle ID Number: _____

Permanent Home Address*: _____

*Not residence hall or off campus apartment

City, State and Zip: _____

Phone: _____ E-Mail: _____

Are you currently a paid student employee at Boston College? Yes <input type="checkbox"/> No <input type="checkbox"/>
All student reimbursements are paid via direct deposit. If you are not already signed up to receive REIMBURSEMENTS via direct deposit see the link http://www.bc.edu/offices/buy/forms.html
All students are encouraged to sign up for direct deposit. If you do not sign-up for direct deposit for REIMBURSEMENTS, your check will be mailed to your permanent home address

Expense Date: _____ Total Reimbursement Requested: _____

Detailed Description of Expense/Business Purpose (Attach ALL associated receipts): _____

Chartstring Name (Required): _____ Department: _____

Chartstring:

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account (SABSC Use)</u>

Reimbursement Requested by:

Name: _____ Title: _____

Phone: _____ E-Mail: _____

Authorized Approvals:

Name: _____ Title: _____ Sign: _____ Date: _____

Name: _____ Title: _____ Sign: _____ Date: _____

----- *For SABSC Use Only* -----

Comments: _____

Voucher/Expense #: _____ Date: _____ Processed by: _____

How to Ensure Effective Processing

General Information

- BC students should use this form when seeking reimbursement for expenses incurred. This form should NOT be used for compensation, awards or payment for services to a BC student
- Fill-out the Student Reimbursement Form completely and legibly. The form can be filled out online and printed
- The form must be signed by the appropriate signatories
- Permanent home address required
- For your records, make a copy of all paperwork before submitting to the SABSC

Required for Reimbursement

- Proof of Payment
 - If method of payment was cash, make a note that CASH was used
 - If a credit/debit card was used for payment, an itemized credit card receipt and showing method of payment (i.e Visa, MasterCard, etc.) must be submitted
 - If the form of payment was a check, submit a copy of the front and back of the processed check
 - Indicate PARTIAL (in caps) in the description for partial payments
- Supporting Documentation
 - Original itemized receipt required for all payment requests
 - A list of attendees is required for food expenses greater than \$75 unless the number of attendees exceeds 25 individuals. If this is the case, make sure to write "more than 25 attendees" on the paperwork
 - Proof of travel is required; For example: boarding pass/ticket preferred
 - SABSC Travel Expense Report required for travel reimbursement requests
 - Internet Maps (GoogleMaps, MapQuest, etc.) required for mileage reimbursement
 - Currency conversion for all foreign travel is required. For currency conversion, the University recommends www.oanda.com for the rates at time of expense. When calculating the rate, please use the date the expense was incurred, print the Oanda page and submit with your Expense Report.

Receipt Instructions

- Tape receipts on to a blank 8.5" x 11" sheet of paper. **PAPER CLIP** all receipts to the Student Reimbursement Form
- Circle the amount due on each receipt, total each sheet, and write the Page Total and Payee Name at the lower right hand corner of the sheet
- The total of the receipts page must match the total amount listed on the form (Total Reimbursement Requested)

Checking on a Reimbursement

- It can take 10 business days for a check to be processed through the University System if all forms are completed correctly and all appropriate supporting documentation is attached. Inaccurate/incomplete paperwork will hold up the process
- If the payee does not sign up for direct deposit, for REIMBURSEMENTS, the check will be mailed to the payee's permanent home address