

SABSC EXPENSE REPORT
Form Required for all Travel Related Expenses

Expense Report #

Today's Date:	<u>Business Purpose of Expense:</u>
Department or Student Organization:	Conference/Function Name:
Contact Name:	Conference/Function Address:
Tel #:	
Email:	
Additional info:	

Description of Expense

#Days: Destination: Beginning: Ending:

PART 1 of 4: TRANSPORTATION EXPENSES

Date(s)	Mode	From: City/ State	To: City/ State	Round Trip (Y/N)	Miles	Rate	Amount
							\$
							\$
							\$
							\$

Transportation Subtotal 1 \$

PART 2 of 4: TRAVEL EXPENSES

Date(s)	Location	Lodging \$	Breakfast \$	Lunch \$	Dinner \$	Miscell. \$	Description of Expense	Total for Date
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$

Travel Expenses Subtotal 2 \$

PART 3 of 4: OTHER EXPENSES

Date(s)	Location	Description of Expense (including attendees)	Amount
			\$
			\$
			\$
			\$

Other Expenses Subtotal 3 \$

PART 4 of 4: SETTLEMENT

Total Travel Expenses (1+2+3): \$

Less: Advances from BC: \$

Total Amount to be Reimbursed: \$

How to Ensure Effective Processing

- An Expense Report must be completed for all travel related reimbursements and attached to the reimbursement form.
- Fill out the Expense Report completely and legibly. The form can be filled out on-line and printed.
- Fill in as much information as possible.
- Complete Part 1 for transportation expenses.
- List travel related lodging and meal expenses in Part 2.
- For all other expenses, fill out Part 3.
- Total the expenses at the bottom of the sheet in Part 4.
- The Expense Report total must match the total of the receipts and the total amount written on the form.
- For more information, please contact the SABSC.