

**BOSTON COLLEGE LAW SCHOOL
Spring Break Service Trip
Reimbursement Form**

For all reimbursements, please include:

- * All **itemized, original** receipts with this form. Receipts must be **taped** to a white piece of paper with all **staples removed**. This must include a **receipt** (not an invoice) showing the amount was paid (e.g. paid receipt or credit card statement).
- * All food expenses (if eligible) must be **itemized** and include a **list of attendees**.
- * A trip Chairperson must **sign this form for approval**.

Today's Date: _____

Payable To: _____

Service Trip: _____

Amount of Request: _____

BC Eagle ID: _____

E-Mail Address: _____

Local Address: _____

Former and current student employees will automatically have their reimbursements direct deposited (into bank account associated with payroll deposits). For non-employees, a check will be mailed to your local address. Note: direct deposit for reimbursements is different from that of financial aid transactions.

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE EXPENSE AND ITS BUSINESS PURPOSE:

Dates of Trip: _____

Name of Trip Leader: _____

Trip Leader Signature (for approval): _____

Please contact either Patrick Mahoney or Shermaine Estwick in the Fiscal Services Office in Stuart 302 with any questions regarding this form. Please complete this form in its entirety in order to avoid delays in processing.