

⚠ REMOVE ALL STAPLES! ⚠



B.C. GRAD STUDENT EXPENSE REPORT
 (Refer to the GSAS reimbursement guidelines before completing)

PS Voucher/Report #

Student's Name:	Home Address:
Eagle # (first 8 digits on your ID):	
Department: Tel. #:	

Conference (Title/Location/Dates):

PART 1: TRANSPORTATION

Date(s)	Mode	From: City/State/Country	To: City/State/Country	Round Trip?	Mileage (for cars only)	Rate (GSAS use only)	Amount

TOTAL Transportation Expenses **Subtotal 1**

PART 2: OTHER TRAVEL EXPENSES

Date(s)	Location	Description of Expense	Amount

TOTAL Other Travel Expenses **Subtotal 2**

PART 3: OTHER EXPENSES

Certification: I certify that all expenses reported here are appropriate and necessary to the objective of the travel and that no other reimbursement will be forthcoming. I also acknowledge having read and understood the GSAS conference travel reimbursement guidelines.

_____/____/____
 Student Signature

_____/____/____
 Authorized Approval (GSAS Only)

Total Other Expenses **Subtotal 3**

SETTLEMENT (GSAS USE ONLY)

Total Transportation	
Plus: up to \$100 (GSAS Students ONLY)	
Additional Funding from other sources	
Total Allowable Reimbursement:	

ACCOUNT DISTRIBUTION

REPORT TOTAL:

Distribution %	Dept	Fund	Fund Source	Program	Function	Property	Account

Guidelines: <http://goo.gl/0D1Kj>

