

SABSC BC STUDENT Reimbursement Form

Use this form to request reimbursement for expenses incurred. This form should NOT be used for compensation, awards or payment for services. Print clearly or type, see page 2/back of form for instructions

Date: _____/_____/_____

Reimbursement Requested for:

Student Name: _____ Eagle ID #: _____

Permanent (home) Address: Number and Street: _____

City, State and Zip: _____

Phone: _____ E-Mail: _____

Are you currently a paid student employee at Boston College? Yes No

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/businesswith.html>

Completed direct deposit form can be submitted with this request or faxed directly to the Accounts Payable office at: 617-552-0661. 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: _____

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

- 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 on-line 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

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
 - List of attendees for all on and off campus meals; no list required if more than 25 attendees, but you must indicate that on the receipt
 - Original boarding passes for airline travel
 - SABSC Travel Expense Report required for travel reimbursement requests
 - Internet Maps (GoogleMaps, MapQuest, etc.) required for mileage reimbursement

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 payee do not sign-up for direct deposit for REIMBURSEMENTS the check will be mailed to permanent (home) address