



Boston College TRAVEL ADVANCE

(Refer to the BC Travel Policy and Instructions before completing)

Travel Advance #

Employee's Full Name (Middle Initial):		Business Purpose of Expense: (circle one)	
Department:	Conference	Fundraising	
Extension:	Moving Expenses	Recruiting	
	Reimbursable Office Expenses	Research	
	Team Travel	Training	
	University Sponsored Function		
Employee ID:			
Originator:		Extension:	
Reason for Request			

Justification for Amount Requested.

# Days:		Destination:		Beginning:		Ending:	
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PART 1: TRANSPORTATION - Provide anticipated transportation expenses.

Date(s)	Mode	From: City/State/Country	To: City/State/Country	Round Trip (X)	Miles	Rate	Amount

TOTAL Transportation Expenses	Subtotal 1	\$0.00
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PART 2: TRAVEL EXPENSES - Provide anticipated expenses.

Date(s)	Description of Expense	Amount

TOTAL Travel Expenses	Subtotal 2	\$0.00
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Certification: I certify that the advance requested above will be used for authorized purposes only.

_____/_____/_____
Signature of Employee

_____/_____/_____
Authorized Approval

PART 3: ADVANCE REQUEST

Net Travel Advance	
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REPORT TOTAL:	\$0.00
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PART 4: ACCOUNT DISTRIBUTION

Distribution	Dept	Fund	Fund Source	Program	Function	Property
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%						

If funded by a grant or capital project please include the following values:

Distribution	Project	PC Bus Unit	Activity	Res Type	Category	Sub-Cat
%						
%						

Attn Supervisors: Be sure account information and descriptions are filled in before signing travel report.