



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 Team Travel University Sponsored Function Fundraising	Recruiting Research Training
Extension:		

Employee ID:

Originator: _____ **Extension:** _____

Conference/Function Name

Justification for Amount Requested

PART 1: TRANSPORTATION

Date(s)	Transportation Type	From and To City/State/Country	Amount

TOTAL Transportation Expenses **Subtotal 1**
PART 2: TRAVEL EXPENSES **\$0.00**

Date(s)	Description of Expense	Amount

TOTAL Travel Expenses **Subtotal 2** **\$0.00**

Certification: I certify that the advance requested above will be used for authorized purposes only.

_____/_____/_____
 Signature of Employee

_____/_____/_____
 Authorized Approval

TOTAL ADVANCE REQUEST **\$0.00**

PART 3: CHARTSTRING

Distribution	Dept	Fund	Fund Source	Program	Function	Property
%						
%						

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.