

⚠ REMOVE ALL STAPLES! ⚠



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

**PS Voucher/Report #**

<b>Student's Name:</b>	<b>Home Address:</b>
<b>Eagle #</b> (first 8 digits on your ID):	
<b>Department:</b> <span style="margin-left: 150px;"><b>Tel. #:</b></span>	

**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

<b>TOTAL Transportation Expenses</b>	<b>Subtotal 1</b>
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**PART 2: OTHER TRAVEL EXPENSES**

Date(s)	Location	Description of Expense	Amount

<b>TOTAL Other Travel Expenses</b>	<b>Subtotal 2</b>
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**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 _____ /___/___	<b>Total Other Expenses</b>	<b>Subtotal 3</b>
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Authorized Approval (GSAS Only) \_\_\_\_\_ /\_\_\_/\_\_\_

<b>ACCOUNT DISTRIBUTION</b>	<b>REPORT TOTAL:</b>
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Distribution %	Dept	Fund	Fund Source	Program	Function	Property	Account

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

