

⊙ NO STAPLES



B.C. GRAD STUDENT EXPENSE REPORT
 (Refer to the BC Travel Policy and Instructions before completing)

PS Voucher/Report #

Student's Name:	Eagle #:	Home Address:
Department:	Phone #:	

Conference (Title/Location/Dates):

PART 1: TRANSPORTATION

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

TOTAL Transportation Expenses **Subtotal 1**

PART 2: TRAVEL EXPENSES

Date(s)	Location	Lodging	Breakfast	Lunch	Dinner	Miscell. \$	Description of Expense	

TOTAL 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:

_____ / /

Student Signature

_____ / /

Authorized Approval

Total of Other Expenses **Subtotal 3**

PART 4: SETTLEMENT

Total Transp. (@ 50% #1 max \$250)	
Plus: up to \$100 GSAS ONLY	
Total Allowable Reimbursement:	

PART 5: ACCOUNT DISTRIBUTION

							REPORT TOTAL:	
Distribution	Dept	Fund	Fund Source	Program	Function	Property	Account	
%								
%								

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

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