INSTRUCTIONS

Business and Travel Expense Report

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Double click on the form that you saved on your computer.

If your monitor does not display all the columns, select (in any row) all of the cells from column A through the "Total" column. Go to View/Zoom on the menu bar and select "fit selection", click "OK". This will resize your screen appropriately.

Use the TAB key rather than the ENTER key to go from field to field (This will go only to the fields that allow data entry) If you pass a field, use SHIFT-TAB to go backwards. If you want to skip a number of cells, you may just click in any editable field.

After entering your data, save the file, print a copy, SIGN and DATE IT, attach appropriate receipts and send the report through your normal departmental channels for processing.

If you have questions or comments on the Business and Travel Expense Report, please contact the Travel Office at 617/353-4062.

Instructions for Completing a Business and Travel Expense Report

A Business and Travel Expense Report must be completed generally within 30 days after an employee’s expenditure. This form must be completed in all cases in which an airfare has been purchased, or a cash advance has been received. Travelers may not authorize reimbursement of their own travel expenses.

- The rates used in converting foreign currency to United States funds must be included on the Travel and Business Expense Report. (In the Notes/Explanations section)
- The conversion rates should be those in effect at the time of the transaction, not those in effect at the time the Travel and Business Expense Report is completed.
- The traveler is responsible for converting foreign currency to United States funds on the Travel and Business Expense Report. For background information on foreign currency conversions, visit www.oanda.com/convert/classic.

The following signatures must appear on the Travel and Business Expense Report:

1. The individual requesting the reimbursement (normally the traveler).
2. The authorized signer for the account to be charged.
3. The supervisor of the person receiving the reimbursement.

Expense Substantiation
The University will reimburse employees for reasonable expenses incurred for authorized University business when a Travel and Business Expense Report has been properly completed and approved by the traveler’s supervisor and the authorized signer or appropriate Vice President, Dean, Department Head, or Principal Investigator. Expenses are reimbursed on an actual cost basis, and original receipts must be submitted. Generally, receipts are required for reimbursements in excess of $25.00. Per diem rates may be used to substantiate expenses, and each trip must be reported separately.

- If receipts are not available, an explanation must be provided, specifying the date, place, person(s), purpose, and cost of the expense item.
- In cases where it can be assumed that receipts will be difficult to obtain, the employee may keep a detailed log of the expenses to submit when the reimbursement is needed.
- For expenses of a small and incidental nature, in which receipts are not readily available, an exception may be permitted at the discretion of the Travel Section.

Routing Information:

Route the completed Travel and Business Expense Report to Accounts Payable, 25 Buick St.

For further assistance, the Travel Section can be reached in the following ways:

Telephone (617) 353-4260 Fax (617)353-3600
E-mail address: tacrc@bu.edu
Website www.bu.edu/travel