

Expense Report			
Payee			
Name:	Jiana Capone		
Email:	jecapone@bu.edu		
Mailing Address:	<i>Applicable to guests and non-concur users, i.e. students</i>		
	665 Commonwealth Ave Rm 616		
	Boston, MA 02215		
Account:	95001234		
	<i>Documentation of approval required for funding supported expenses.</i>		
Purpose of expenditures:			
	To attend the ABC conference in Denver, CO where I gave		
Start Date:	June 10, 2023	End Date:	June 15, 2023
	<i>All expenses require a start and end date, including but not limited to one day expenditures.</i>		
Expenses			
	<i>Expenses on your BU VISA may take 24-48 hours to show on your account; you should only use your BU VISA if you expect to be reimbursed by an account administered at Boston University.</i>		
Per Diem:	\$ 40	per day for	3 days.
Mileage:	\$		
Start Point:			
End Point:			
	<i>Per diem and mileage are pre-filled in the system. The closest amount will be matched. Per diem for lodging is no longer allowed.</i>		

