

**BOSTON UNIVERSITY  
REQUEST FOR SPOUSAL TRAVEL**

Faculty and staff whose spouses are asked to travel on University business, at University expense must complete this form and obtain approval of the President, Provost, or Executive Vice President prior to travel. Attach the approved Request for Spousal Travel form to the employee's Travel Expense Reimbursement Form. This form serves to document the business purpose of the trip in accordance with University, Internal Revenue Service, and insurance guidelines. (1)

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Spouse Name

\_\_\_\_\_  
Employee Title

\_\_\_\_\_  
Employee School/Department

\_\_\_\_\_  
Employee University Identification Number  
(UID)

\_\_\_\_\_  
Travel Dates

\_\_\_\_\_  
Travel Location

Business Purpose of Spouse's Attendance (2):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Approval Signature

\_\_\_\_\_  
Executive Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

- (1) The Office of the Comptroller will determine the taxability of amounts reimbursed
- (2) The description of the business purpose must be in sufficient detail to support that the expense is a non-taxable "bona fide business expense" for the University.