

Expense Report

Payee

Name:

Email:

Mailing Address: *Applicable to guests and non-concur users, i.e. students*

Account:

Documentation of approval required for funding supported expenses.

Purpose of expenditures:

Start Date: **End Date:**

All expenses require a start and end date, including but not limited to one day expenditures.

Expenses

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.

Per Diem: \$ per day for days.

Mileage: \$

Start Point:

End Point:

Per diem and mileage are pre-filled in the system. The closest amount will be matched. Per diem for lodging is no longer allowed.

Business Meal: **Date:** **Total Paid:** \$

Alcohol? **Alcohol Total:** \$

All fields must be completed. Individual meals can be listed under the standard purchases list.

Miscellaneous Expenses:

Please specify in the "Amount" column, whether or not this purchase was on your BU Visa Card

PURCHASE	DATE	AMOUNT

Additional notes:

Total for all expense:

* If you have any questions or need assistance, please contact Jiana or Abby.