

BOSTON COLLEGE LAW SCHOOL
Spring Break Service Trip
Reimbursement Form

For all reimbursements, please include:

- * All itemized, original receipts with this form. Receipts must be taped to a white piece of paper with all staples removed. This must include a receipt (not an invoice) showing the amount was paid (e.g. paid receipt or credit card statement).
- * All food expenses (if eligible) must be itemized and include a list of attendees.
- * A trip Chairperson must sign this form for approval.

Date: _____

Payable To: _____

Service Trip: _____

Amount of Request: _____

BC Eagle ID: _____

E-Mail Address: _____

Local Address: _____
