

Reimbursement for CALGB Travel

Instructions for Filling out the CALGB/Brigham & Women's/Partners Business Expense Report Form

April 2010

These instructions are intended for use by CALGB travelers authorized to be reimbursed by the CALGB Chair's Office for costs incurred while traveling on CALGB business.

NOTE: The Travel Voucher is not prepared or submitted on-line.

Open the Partners Healthcare Business Expense Report Excel template:

*Click "enable macros"

*Enter the date

EMPLOYEE INFORMATION: Enter traveler's name, address, SSN (first expense report only, the whole number is required as of 1/1/11). Enter CALGB in the space for department

EXPLANATION OF BUSINESS PURPOSE SECTION: Enter departure and return dates, location and description (i.e., Fall CALGB Committee Meeting).

Instance #	Dates	Description	Explanation
#1	9/20-21/10	Chicago, IL	CALGB Fall Committee Meeting

SUMMARY OF EXPENSE SECTION: Each item has a row for entering expenses, fill in the boxes with the appropriate dollar amounts and add text under "Description", for example:

Instance #	Date	Description	Air	Ground Trans	Lodging	Meals	Alcohol	Other
1	9/20/2010	Flight/Hotel/taxi	\$320	\$40	\$179		N/A	
1	9/21/2010	Taxi/Parking		\$40			N/A	\$48

EXPENSE ANALYSIS SECTION: do not complete

PAYEE ATTESTATION:

- Enter date and email address for correspondence related to payment status
- Check the attestation that alcohol is not included in the expenses to be submitted.


Parking

PRINT AND SIGN FORMS, MAIL COMPLETED FORM, ALL ORIGINAL RECEIPTS AND BOARDING PASS/ITINERARY TO:

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