

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: \_\_\_\_\_

\_\_\_\_\_