

How to Obtain Your Travel Grant

Steps for a fourth-year medical student to obtain reimbursement after completing a GH elective.

Questions? Contact Ana Bediako
abediako@bu.edu

[click here to begin](#)



Before you begin: Submit Post-Elective Report

- Before you receive your reimbursement, you must complete and submit a post-elective report.



Procedures for Reimbursement

1. Gather all your receipts from your trip and send them to Patti Gibbs via e-mail or post (see contact info below). Examples:
 - E-bill from airfare with trip dates and flight cost (electronic file).
 - Program registration (paper or electronic)
2. You need *only* to submit receipts that (approximately) equal the amount of your award (not all your receipts).

Contact Info for Patti Gibbs:

617-638-5110 | lovendal@bu.edu

Drop receipts/forms to Ana in A-302 (Ana will give to Patti)



Procedures continued...

3. Patti will enter your expenses into “Travel and Business Expense Report” (Excel file) and then send it to you for completion, printing, and signature.
4. Complete section A of the report using Excel – see directions next slide.



DIRECTIONS for "Travel and Business Expense Report"

✓ Complete all items in Section A.

Indicate the dates you left and returned to the U.S.



BOSTON UNIVERSITY BUSINESS AND TRAVEL EXPENSE REPORT

Note: All fields with a red border or background must be completed. Tip: Use the TAB key to go from field to field, SHIFT-TAB to go backward.

Source Document No.

834326

A. GENERAL INFORMATION

✓ Arnie Heartbeat
Name of Employee

✓ aheart@bu.edu
E-Mail Address

✓ U123456789
UID

✓ Patti Gibbs
Prepared by

✓ lovendal@bu.edu
Preparer's Email

✓ 638-5110
Preparer's Phone

If request is for travel reimbursement, dates of travel

✓ From: 5/1/2015 To: 6/1/2015
(mm/dd/yy) (mm/dd/yy)

✓ ☒ "X" if not currently a BU employee

☐ "X" if moving expenses included

✓ Home Address (up to 2 lines)

123 Sesame St.
Boston, MA 02118

Indicate address where you would like your check sent.

✓ Detail of Expenditures: Global health elective in Ecuador

Notes/ Explanations:

ATTACH ORIGINAL RECEIPTS FOR REIMBURSABLE EXPENSES									TOTAL
DATE (mm/dd/yy)	AIRFARE, TRAIN, BUS	LODGING (room & tax)	BREAKFAST	LUNCH	DINNER	Local Transportation			
						Taxis, Limos, Subway, Parking, etc	Vehicle Rental	Personal Vehicle Miles Amount	
1									

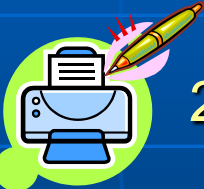
Do not change any other information in the report.

Once Your Report is Complete

■ Once your report is complete:



1. Send the report (Excel file) electronically to Patti (lovendal@bu.edu)



2. Print the report, sign, and date it (see box in Section G.: “Traveler’s Signature”).



3. Send or drop the paper report to Ana in A-302. Receipts will not be returned to you.





Receiving Your Check

- Once both reports (electronic and hard copy) are received, the hard copy will go to Accounting Dept. for processing
- Your check will arrive in about 2 weeks from the date of form's submission.

