

Faculty Expense Reimbursement Form

Date submitted:

Payable to:

Mailing address:

Course Number &
Section/Reason for
reimbursement:

Total amount:

(Include the sum of all receipts submitted)

Please note:

- All receipts must be attached to this sheet.
- The BAC cannot reimburse for food, beverages, copies, parking, or transportation expenses.
- Reimbursement checks are generally processed and mailed within 10 business days.
- Questions regarding reimbursement checks should be directed to the Academic Affairs office (jade.hopkins@the-bac.edu or (617) 585-0169).

Completed forms with attached receipts should be returned to the Jade Hopkins at jade.hopkins@the-bac.edu

BOSTON ARCHITECTURAL COLLEGE

SINCE 1889

FACULTY TEACHING SUPPLIES

The BAC will reimburse faculty members for incidental teaching material expenses up to \$40 each semester. Instructors must complete and submit a Faculty Expense Reimbursement Form (page 1) and attach all receipts. For expenses exceeding \$40, faculty must obtain pre-approval from their Program Director in writing. The BAC cannot reimburse for food, beverages, alcohol, parking, or transportation expenses. It is expected that photocopying will be completed through the free BAC service and thus will not require reimbursement.