



BOSTON
ARCHITECTURAL
COLLEGE

Faculty Expense Reimbursement Form

Date submitted:

Payable to:

Mailing address:

Course Number &
Section/Reason for
reimbursement:

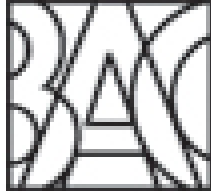
Total amount:

(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 Tim Hoffman at 617-585-0169.

Completed forms with attached receipts should be returned to the Faculty Services, 320 Newbury St, 2nd floor attn: Tim Hoffman



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 (available on 2nd floor of 320 building) 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 course Xeroxing will be completed through the free BAC service and thus not require reimbursement.