

## Board Travel Expense Form

Attach all supporting evidence to this form.



**BAU**  
Bay Atlantic  
University

Bay Atlantic University operates on a NET 30 payment cycle. The University strives to ensure all board members are reimbursed in a timely manner. A separate form must be submitted for each member.

|   |                       |  |                 |
|---|-----------------------|--|-----------------|
| Board Member:   |                       | Arrival Date:  | Departure Date: |
| Reason for Travel:  |                       |  |                 |
| Reimbursement For:<br>___ Travel<br>___ Meals<br>___ Lodging<br>___ Other (Specify) | Reimbursement Amount: | Reimbursement Method:<br>___ Check<br>___ Petty Cash (if less than \$500)<br>___ Wire* |                 |
| *Wire Info:   |                       |  |                 |

Approved By (Name and Title): \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_