

<b>Expense Report</b>			
<b>Payee</b>			
<b>Name:</b>	Jiana Capone		
<b>Email:</b>	jecapone@bu.edu		
<b>Mailing Address:</b>	<i>Applicable to guests and non-concur users, i.e. students</i>		
	665 Commonwealth Ave Rm 616		
	Boston, MA 02215		
<b>Account:</b>	95001234		
	<i>Documentation of approval required for funding supported expenses.</i>		
<b>Purpose of expenditures:</b>	To meet with colleagues Taylor Swift, Tom Brady, and Kris Jenner over dinner to discuss our research on vowels in the English language. The funds on this grant are directly related to the work I do on this grant, which involves studying syllables, consonants, and vowels.		
<b>Start Date:</b>	June 10, 2023	<b>End Date:</b>	June 10, 2023
	<i>All expenses require a start and end date, including but not limited to one day expenditures.</i>		
<b>Expenses</b>			
	<i>Expenses on your BU VISA may take 24-48 hours to show on your account; you should only use your BU VISA if you expect to be reimbursed by an account administered at Boston University.</i>		
<b>Per Diem:</b>	\$	per day for	days.
<b>Mileage:</b>	\$		
<b>Start Point:</b>			
<b>End Point:</b>			
	<i>Per diem and mileage are pre-filled in the system. The closest amount will be matched. Per diem for lodging is no longer allowed.</i>		
<b>Business Meal:</b>	Date:	June 10, 2023	Total Paid: \$ 214.53
Alcohol?	Yes		Alcohol Total: \$ 42
	<i>All fields must be completed. Individual meals can be listed under the standard purchases list.</i>		



**Miscellaneous Expenses:**

*Please specify in the "Amount" column, whether or not this purchase was on your BU Visa Card*

PURCHASE	DATE	AMOUNT

**Additional notes:**

**Total for all expense:** \$214.53

\* If you have any questions or need assistance, please contact Jiana or Abby.