

Account Expense Form

☐ STAFF ☐ FACULTY ☐ STUDENT

NAME: _____ EMAIL: _____

ORG. / OFFICE: _____

Complete one of the payment options below for either a Vendor Payment or Reimbursement

VENDOR PURCHASE ORDER / PAYMENT	
NAME:	
ADDRESS:	
USC VENDOR ID:	PHONE:
FED TAX ID:	AMOUNT:

INDIVIDUAL RECEIVING REIMBURSEMENT	
NAME:	EMAIL:
ADDRESS:	
USCID:	PHONE:
EMPLOYEE ID:	AMOUNT:

FOR STUDENT ORGANIZATIONS:			
<input type="checkbox"/> APPROVED STUDENT ACTIVITY FEE APP (FUNDING BOARD)	<input type="checkbox"/> APPROVED SOS FUNDING APP	<input type="checkbox"/> APPROVED DESIGN TEAM EXPENSE	<input type="checkbox"/> GIFT ACCOUNT EXPENSE
NAME OF APPROVED EVENT: _____			

Please read the following statements, initial each and SIGN the bottom acknowledging your understanding of the stated policies:

— EXPENSE DESCRIPTIONS with RECEIPTS/INVOICES/QUOTES

I must complete the attached spreadsheet or [USC Travel Expense Report](#) detailing each expense. Each expense must have an original receipt or invoice showing proof of payment. All receipts must be taped (not stapled or otherwise attached), on all four corners to 8.5x11 sheets of paper.

— GAS vs. MILEAGE

I understand gas is only reimbursed as an expense for rental cars. Personal vehicles' gas is reimbursed at the University's current mileage rate. Please see the "Maximum Reimbursable Rates" link at the website below for up-to-date rates for reimbursement if needed.

— UNIVERSITY POLICIES

I have read and made sure all expenses submitted are in line with all [University Policies and Procedures](#).

SIGNATURE:



DATE:

FOR OFFICE USE ONLY

ACCT: _____ FILED _____ CLOSED _____

Account Expense Form

EXPENSE DESCRIPTIONS (Non-Travel Only)

Receipts/Invoices/Quotes

- List each separately in the sheet below.
- Receipts and invoices must show proof of purchase.
- All receipts and invoices, smaller than 8.5x11, must be taped to separate sheets of paper (**all 4 sides**) and attached to this form.

Business purpose must clearly

- Explain what was paid for.
- Explain why this expense was necessary to the program.
- Describe the event in detail including location & number in attendance.
 - For 10 or less attendees, list all names and university affiliation.

Mileage can be listed without a receipt, but must be supported with documentation noting total miles driven (i.e. Google Maps or Mapquest route).

EXPENSE DATE	VENDOR	ITEM(S) or SERVICES PURCHASED with BUSINESS PURPOSE	TOTAL AMOUNT

FOR TRAVEL-RELATED EXPENSES, PLEASE USE THE [USC TRAVEL EXPENSE REPORT](#)