

Division of Financial and Business Services Disbursement Control NON TRAVEL EXPENSE REPORT

Any single expenditure of more than \$75.00 must have the receipt attached. Mount all receipts on 8% x 11 sheets of paper using clear tape. Submit this form and all receipts to Disbursement Control: UGB or Mail Code 2015. Note: Any "Government Unallowable" expense must be identified in the appropriate column below See page 2 for definitions of "G/U" expenses. The following MUST be filled out and signed. Date Description Qty. Amount *G/U Amount Amount Amount Amount Signed	Account #: _	Check Request #:			
Instructions: List each receipt separately and provide its business purpose if different than above. Any single expenditure of more than \$75.00 must have the receipt attached. Mount all receipts on 8½ x 11 sheets of paper using clear tape. Submit this form and all receipts to Disbursement Control: UGB or Mail Code 2015. Note: Any "Government Unallowable" expense must be identified in the appropriate column below See page 2 for definitions of "G/U" expenses. The following MUST be filled out and signed. Date Description Qty. Amount *G/U Amount *G/U Amount *G/U Amount Total Reimbursement: It of a Reimbursement: It is is an accurate report of my expenses. There are no "government unallowable" expenses, as defining a page 2 of this form, unless separately identified above:	Business Purpo	ose:			
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Division of Financial and Business Services Disbursement Control GOVERNMENT UNALLOWABLE DEFINITION

Government unallowables are those items that, although potentially appropriate and reimbursable from other university sources, are not allocable to government activities per Federal Government regulation. (See *USC Expenditure Manual* for appropriateness of reimbursement.) The items listed below must be identified and segregated regardless of the account bearing the expense to avoid their being allocated to various government indirect cost categories.

ALL expenses related to:

Alumni Events - including fund-raising expenses

Commencement - including student graduation parties

Development - including promotional gifts to donors

Public Relations - including banquets & advertisements

Student Activities - including contributions to student organizations and events

As well as the following specific expenditures regardless of business purpose:

Alcoholic Beverages

Contributions

Donations

Fines and Penalties - including interest charges

First-Class Airfare - difference between first class & regular coach airfare is

government unallowable

Flowers

Gifts