

A fillable PDF version of the **NON TRAVEL EXPENSE REPORT** can be found on the Disbursement Control website: <http://fbs.usc.edu/depts/DC/>. Follow the links to Forms and Documents/ Travel and Non-Travel Reimbursement Forms & Missing Receipt Declaration/ Non-Travel Form (pdf).



*Write your  
name, USC ID  
number, and  
mailing address  
HERE*

**Note:** Any "Government Unallowable" expense must be identified in the appropriate column below.  
[Click here for definitions of "G/U" expenses.](#)

[illegible]

This is an accurate report of my expenses. There are no "government unallowable" expenses, as defined on page 2 of this form, unless separately identified above:

Date \_\_\_\_\_

Form dc-nter (Rev. 05-2007)

*Please Note: Receipts must be TAPED to a separate, 8½ x 11 sheet of paper.  
Do not tape over any numbers on the receipt, and do not use a highlighter to mark anything on the receipt.  
**You must attach an attendance list for your event.***