USC'S NON-TRAVEL EXPENSE REPORT FORM

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).

USC	Division of Financial and Business Services Disbursement Control NON TRAVEL EXPENSE REPORT			Write your name, USC ID number, and mailing addres
NIVERSITY SOUTHERN ALIFORNIA	HERE			_
Department:				
Account #:		Check R	Request #:	
Business Purpose	<u> </u>			
A N S Note: Any "Gov	ist each receipt separately and pro any single expenditure of more than fount all receipts on 8½ x 11 sheets submit this form and all receipts to E ernment Unallowable" expense r for definitions of "G/U" expense	i \$75.00 must have th s of paper using clea Disbursement Contro must be identified in	he receipt attached ir tape. bl: UGB or Mail Co	l. de 2015.
The following I	MUST be filled out and sign	ed.		*0/11
Date	Description	Qty.	Amount	*G/U Amount
				———— I
-				
		Subtotals:	0.00	0.00
		Total Re	eimbursement:	\$0.00
	report of my expenses. There at rm, unless separately identified a		unallowable" exp	Date
(Supervisor's Signature) RE	QUIRED			Date
(