



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

Department: \_\_\_\_\_

Account #: \_\_\_\_\_ Check Request #: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

**Instructions:** List each receipt separately and provide its business purpose if different than above.  
Any single expenditure of more than \$25.00 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 8015.

**Note:** Any "Government Unallowable" expense must be identified in the appropriate column below.  
See page 2 for definitions of "G/U" expenses.

<b>The following MUST be filled out and signed.</b>				
Date	Description	Qty.	Amount	*G/U Amount
<b>Subtotals:</b>				
<b>Total Reimbursement:</b>				

**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:**

\_\_\_\_\_  
(Reimbursee's Signature) REQUIRED

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Supervisor's Signature) REQUIRED

\_\_\_\_\_  
Date



**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**