isor's Signature) REQUIRED	Date
University of Southern California, Business Services, Disbursement Control & Accounts Payable Tel: (213) 740-2281 Fax: (213) 740-3620 www.usc.edu/dc	e, UGB 210, Los Angeles, CA 90089-8015
	Form dc-nter (Rev. 05-2007)

USC UNIVERSITY OF SOUTHERN CALIFORNIA	Division of Financial and Business Services Disbursement Control NON TRAVEL EXPENSE REPORT
Department:	
Account #:	Check Request #:
Business Purpo	se:
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  $8\frac{1}{2} \times 11$  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
		Subtotals:		

This is an accurate report of my expenses. There are no "government unallowable" expenses, as defined

Total Reimbursement:

(Reimbursee's Signature) REQUIRED

on page 2 of this form, unless separately identified above:

(Superv

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
<b>Public Relations</b>	- including banquets & advertisements
<b>Student Activities</b>	- including contributions to student organizations and events

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

Alcoholic Beverages	
Contributions	
Donations	
<b>Fines and Penalties</b>	- including interest charges
First-Class Airfare	- difference between first class & regular coach airfare is government unallowable
Flowers	
Gifts	