Division of Financial and Business Services
Disbursement Control
Travel Expense Report

USC

Clear Form | Print

Reimbursee's Name ______________________

Department ______________________ Account# ______________ Check Request# ________

Destination ______________________ Period Covered ______________________

Business Purpose ____

Instructions: Any single expenditure of $25.00 or more must have the receipt attached Mount all receipts on 8 ½ x 11 inch sheets of paper. Submit this form and all receipts to Disbursement Control: UGB or Mailcode 8015. NOTE: Any "Government Unallowable" (G/U) expense must be identified in the appropriate column(s) below. Click here to see definitions of Government Unallowables.

I. Incidentals

Date	Incidentals (explain) & Government Unallowables	Amount	G/U Amount	Subtotals
				0.00
		0.00	0.00	

II. Transportation

Type	Company	Date of Trip	Amount	G/U Amount	Subtotals
					0.00
			0.00	0.00	

III. Food and Lodging Reimbursement Methods

Pick Only One (A, B, C)

A. Actual Lodging and Meal Expenses *Lodging*

Hotel	Dates: From / To	# Days	Rate	Amount	Subtotals
				0.00	
				0.00	
				0.00	1 0.00

*Meals (including tips) & *G/U Meal Expense (.e., alcohol)*

Date:	Amount	Date:	Amount	Date:	Amount	Date:	Amount	Subtotals
B		B		B		B		
L		L		L		L		
D		D		D		D		0.00
*G/U		*G/U		*G/U		*G/U		0.00

+(Indicate name(s) of guest (if any) and Business Relationship (Refer to appropriate amount above)

	0.00

B. Actual Lodging and Meal Allowance

Actual Lodging: Use Actual Lodging Table under "A" and enter amount in Box "1"

Meal Allowance ______ days @ ______ per day = 0.00

C. Per Diem (Proof of Travel Required) ______ days @ ______ per day = 0.00

IDENTIFY OTHER FUNDING SOURCES (e.g., NIH, CO-SPONSOR) TO BE DEDUCTED FROM THE ABOVE:

Date	Explanation	Amount	Subtotals
			0.00
			0.00

TOTAL EXPENDITURES 0.00

THIS IS AN ACCURATE REPORT OF MY EXPENSES. THERE ARE NO "GOVERNMENT UNALLOWABLE" EXPENSES, AS DEFINED ON PAGE TWO OF THIS FORM, UNLESS SEPARATELY IDENTIFIED ABOVE. ALL OTHER FUNDING SOURCES FOR THIS TRIP(S) ARE IDENTIFIED ON THIS FORM AND REDUCED FROM THE TOTAL COST.

REIMBURSEE SIGNATURE REQUIRED.

______________________________ ______________
(Reimbursee's Signature) Required Date

______________________________ ______________
(Supervisor's Signature) Required Date

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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	