

Division of Financial and Business Services NON-TRAVEL EXPENSE REPORT USC Mann Associated Student Pharmacists

- List each receipt separately.
- Provide the name of the company/business along with the item description and/or purpose.
- If food was provided at this event, please list the number of attendees under “Qty.”
- If guest speaker gifts were purchased, list the complete names of the recipients under “Description.”
- List names of gift recipients (if applicable).
- Mount all receipts on 8.5” x 11” sheets of paper using clear adhesive tape.
- Use a paperclip to attach all sheets of paper together; do not staple sheets together.
- It is advised to make a copy of this for your records before submission to the ASP Vice President of Finance.

Incomplete and late forms are subject to delays, reduced reimbursement, and/or nonpayment.

Date of Purchase	Description	Qty.	Amount
			\$
			\$
			\$
			\$
			\$
Total Reimbursement:			\$

Events Serving Food

- Please list the number of attendees if food was served at the event. -or-
- If 10 or fewer individuals attended the event, please list the names of each attendee.

Number of Attendees:	
Complete the First and Last Name of Each Attendee if ≤ 10 attendees (no abbreviations):	1. 2. 3. 4. 5. 6. 7.

