

UNIVERSITY OF SAN FRANCISCO | Accounting & Business Services

Expense Report for Non-Employees

FOR INTERNAL USE ONLY

Please Note: This form is to account for non-employee expenditures made on behalf of the University of San Francisco. Please attach itemized receipts and/or supporting documents. **Completed requests must be submitted through Concur Invoice System.**

Revised: 07/02/2018

Payee Name (Last/First) Please Print					Phone		
Mailing Address							
USF Contact Person					Contact Phone		
Business purpose (explain in detail)							
Date	Expense item(s)	Amount	Fund	Organization	Account	Program	Activity
Total Reimbursement							
I incurred the expenses stated on this report on behalf of USF.			Department Authorization Signature				Date
X							
Payee Signature		Date	If over \$5000, Vice President Signature				Date
X			X				