



# University of San Francisco

## Non-Employee Expense Report

Office of Business & Finance  
 Lone Mountain North, 3rd Floor West  
 2130 Fulton Street  
 San Francisco, CA 94117-1080  
 tel (415) 422-6521  
 fax (415) 422-2530

**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. Incomplete information can delay reimbursement.

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
<b>Total Reimbursement</b>						
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			