

**MILLSAPS COLLEGE**

**NON - EMPLOYEE EXPENDITURE FORM  
NON-ACCOUNTABLE PLAN  
PLEASE ATTACH COPIES OF RECEIPTS**

Date of Request: \_\_\_\_\_

Payable To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Charge to Account Number: \_\_\_\_\_

Describe Reason for Travel & Expenditures: \_\_\_\_\_  
\_\_\_\_\_

**TRAVEL: mileage @ .51 cents per mile**

Date:	Destination / Purpose / Via	Mileage	Amount
			<u>subtotal:</u>

**LODGING:**

Date:	Establishment / Address	Amount
		<u>subtotal:</u>

**MEALS:**

Date:	Breakfast / Lunch / Dinner / Establishment	Amount
		<u>subtotal:</u>

**OTHER EXPENDITURES:**

Date:	Taxi / Parking / Tips / Etc.	Amount
		<u>subtotal:</u>

**\*\*\*TOTAL AMOUNT TO BE PAID: \$\_\_\_\_\_**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*\*\*THIS AMOUNT WILL BE INCLUDED IN YOUR 1099 TOTAL.**

**Rev. 1/11**

**\*\*\* THIS AMOUNT MAY BE DEDUCTIBLE FOR INCOME TAX PURPOSES.**