

**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 @ .67 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.

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\*\*\* This amount may be deductible for income tax purposes.