



**NON-TRAVEL EXPENDITURE REPORT**

NAME: \_\_\_\_\_

OFFICE/REGION: \_\_\_\_\_

PURPOSE OF EXPENDITURE: \_\_\_\_\_

**Please list each expenditure by category and attach all receipts for verification.**

Printing	\$ _____	Miscellaneous	\$ _____
Supplies	\$ _____	Entertainment	\$ _____
Postage	\$ _____	Publicity	\$ _____
Administrative	\$ _____	Invited Guest	\$ _____
Computer	\$ _____	Specialty Items	\$ _____
Equipment/Software			

**TOTAL REIMBURSEMENT \$ \_\_\_\_\_**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

President/Treasurer Authorization (if required): \_\_\_\_\_

**Return this form to:** Hugh Ganser  
University at Buffalo  
Financial Aid  
232 Capen Hall  
Buffalo, NY 14227

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For Treasurer's Use

\_\_\_\_ Issued Check No. \_\_\_\_      Initials: \_\_\_\_\_      Date: \_\_\_\_\_

\_\_\_\_ Journal Entry (if required):    Account   Debit                      Credit   Memo

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_