

USC ID: _____

PC Travel Request for: _____

To be completed and approved prior to entering TA or Expense Report information into the USC PeopleSoft Travel system.

EVENT/CONFERENCE INFORMATION

Event/Conference: _____ Dates: _____ to _____

Location: _____ Conference Agenda attached: _____

Address, City, State: _____

Specific Purpose of Trip: _____ Conference Presenter: _____

Benefit(s) to the Department: _____

Payment Method: I am paying the registration and plan to be reimbursed via my Travel Expense Report.

I would like for USC Union to pay for my registration by check directly to the conference. After Request is approved, send this form and your registration invoice to Teresa Adams in the Business Office for payment.

HOTEL INFORMATION

Conference Hotel Name: _____ Hotel Dates: _____ to _____

Address: _____ Check in: _____ Check out: _____

Phone Number: _____ Payment Method: _____

Other Info: _____

PER DIEM RATE-ADD DEPARTURE AND RETURN INFORMATION

Per University Policy – No meals will be reimbursed for one-day travel.

Breakfast: _____ x _____ Days Lunch: _____ x _____ Days Dinner: _____ x _____ Days Total _____
(In-State \$8 – Out of State \$10) (In-State \$10 – Out of State \$15) (In-State \$17 – Out of State \$25)

TRANSPORTATION

State Vehicle: _____ Personal Vehicle: _____ A PC State Vehicle is not available

	Leaving	Returning
Date		
Airline		
Flight #		
Confirmation #		
Departure Time		
Arrival Time		

Total Costs for Travel	
Conference Registration	
Hotel-\$441.14 max/night	
Per Diem (meals) Total	
Personal Vehicle Mileage _____ @ \$.725 per mile	
Airfare	
Baggage Fees	
Parking	
Shuttle/Taxi	
Incidentals	
Other	
TOTAL	

Date Employee Name Employee Signature

Date Supervisor Name Supervisor Signature

Date PC Finance Signature Date PC Chancellor Signature

USC Travel Policy and Procedure website: <http://www.sc.edu/policies/ppm/fina100.pdf>.

Travel not approved in advance, will be considered unauthorized.

Return form to: _____