



# Travel Request Form

Please complete this form for all travel (funded or unfunded), out-of-town, or in-town meetings.

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

VIP# \_\_\_\_\_ Date Leaving: \_\_\_\_\_ Date Returning: \_\_\_\_\_

Any days of personal travel: Yes  No  If yes, which dates: \_\_\_\_\_

Destination (City, State, Country): \_\_\_\_\_

Specific Purpose of Trip (list perspective donors/attendees, if applicable): \_\_\_\_\_

Conference (Title/Organization): \_\_\_\_\_

Benefit(s) to the Campus: \_\_\_\_\_

Presenting? Yes  No  Invited? \_\_\_\_\_ Other: \_\_\_\_\_

CHECK HERE IF NO FUNDS REQUESTED (notification for insurance purposes only)

If funds requested: Department Number \_\_\_\_\_ Fund Number \_\_\_\_\_

Airfare \$ \_\_\_\_\_

Ground Travel \$ \_\_\_\_\_ State Vehicle: Yes  No

Personal vehicle permitted when PC state vehicle is not available.

Meals \$ \_\_\_\_\_ Please use meal allowance table on page 2

Lodging \$ \_\_\_\_\_ Maximum allowance: \$300.00 per day per person excluding taxes

Registration \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

Other \$ \_\_\_\_\_ (Explain: \_\_\_\_\_)

TOTAL \$ \_\_\_\_\_

\_\_\_\_\_  
Date Employee Name Employee Signature

\_\_\_\_\_  
Date Supervisor Name Supervisor Signature

Approved: \_\_\_\_\_ Approved: \_\_\_\_\_  
Associate Chancellor, Business/Finance Date Chancellor Date

USC Travel Policy and Procedure website: <http://www.sc.edu/policies/ppm/fina100.pdf>.  
This form was created for use by: USC Palmetto College

All travel request forms must be completed and approved prior to travel. The request should be submitted as early as possible. Travel not approved in advance will be considered unauthorized.

For office use only: PC state vehicle available: Yes  No  Initials

## TRAVEL REQUEST INFORMATION

*If possible, it is best to submit this form six weeks prior to the trip.*

**TA = Travel Authorization** (Prior to processing the reimbursement, the TA must be created and approved by department)

**TRV = Travel Reimbursement Voucher** (Traveler completes and signs form attesting that the expenses incurred are valid.)

Once this travel request form is approved, a TA will need to be completed. Expenditures such as plane tickets and conference fees may be reimbursed as soon as you receive proof of payment. Submit remaining expenses within seven days after the trip. Reimbursable expenditures are limited to transportation, housing & food (subsistence), local transportation, business calls, and conference fees (not including membership fees).

### MILEAGE RATES

Visit <http://adminfin.sc.edu/control/mile.html> for the most current mileage rates.

*Please call the Chancellor's Office (803)777-7695 to reserve a Palmetto College state vehicle.*

**\*The use of a personal vehicle is only authorized when no Palmetto College state vehicle is available on the day of travel.**

### MAXIMUM MEAL ALLOWANCES

TIME OF DEPARTURE	TIME OF RETURN		IN-STATE	OUT-OF-STATE
BEFORE 6:30AM	AFTER 11:00AM	BREAKFAST	\$6.00	\$7.00
BEFORE 11:00AM	AFTER 1:30PM	LUNCH	\$7.00	\$9.00
BEFORE 5:15PM	AFTER 8:30PM	DINNER	\$12.00	\$16.00
<b>TOTAL</b>			<b>\$25.00</b>	<b>\$32.00</b>

***Meal receipts are required for reimbursement.***

The employee shall be reimbursed for the actual expenses incurred in obtaining meals except that such costs shall not exceed the maximum per day meal allowance. Meals that have been paid for as part of a conference registration will not normally be reimbursed.

If an individual on one-day travel (out-of-state) receives reimbursements for meals this amount is considered income and will be reported on a W-2 Form. One-day meal reimbursements are prohibited for in-state travel.

### LODGING

- Actual hotel/motel cost will be reimbursed not to exceed \$300.00 per day per person excluding taxes.
- Original itemized receipts for hotel or motel expenditures must be attached to the Travel Reimbursement voucher when the voucher is submitted for processing.
- Reimbursement will not be made for overnight accommodations within 50 miles of the traveler's official headquarters and/or place of residence.
- Prepayments - Generally, lodging is not prepaid. If the hotel requires prepayment, the University will reimburse the individual with a paid receipt.