



Travel Request Form

Please complete this form for all travel (funded or unfunded), out-of-town, or in-town meetings, events and conferences. Please send in request 4-6 weeks prior to travel.

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)

Requested Funds: 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 attached to University policy FINA 1.00.

Lodging \$ _____ Maximum allowance: \$300.00 per day per person excluding taxes – see University policy FINA 1.00.

Registration \$ _____ Must be paid through PeopleSoft if: 1. Registration is the only thing being paid/reimbursed. 2. If the payment needs to go directly to the vendor/conference.

Parking \$ _____

Other \$ _____ (Explain: _____)

TOTAL \$ _____

Date _____ Employee Name _____ Employee Signature _____

Date _____ Supervisor Name _____ Supervisor Signature _____

Approved: _____ Approved: _____
Vice Chancellor/Dean Date Chancellor Date

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

All travel request forms must be completed and approved prior to travel. Travel not approved in advance, will be considered unauthorized.

For internal office use only: PC state vehicle available: Yes No Initials _____ Total FY travel, NOT including this request: _____