

## **School of Medicine Greenville Travel Tips for BMS Faculty**

1. All faculty should complete the **Professional Travel and Leave Authorization Request Form** for all leave requests (e.g., vacation, illness) and when traveling on business for USCSOMG and/or attending a conference.
2. This form is on the intranet at: [http://greenvillemed.sc.edu/Faculty\\_Resources.shtml](http://greenvillemed.sc.edu/Faculty_Resources.shtml).
3. An approved request for travel must be filed in the Department at least two weeks prior to departure.
4. Faculty who are attending a conference, should include a copy of the conference website page or conference program cover that shows the dates and location of the meeting.
5. If funds are being requested for travel, the requesting faculty member should provide an estimate of travel expenses.
6. It is recommended that the costs are overestimated to avoid any delays in the reimbursement process upon returning from the trip.
7. Faculty should then sign and date the request and give the completed form to Mendy Ingiaimo who will obtain the Chair's approval. **NOTE:** Any request that has not been signed and dated by the faculty member will be returned and may result in a delay in processing the request.
8. Upon receipt of the completed and fully signed Travel and Leave Authorization Form, the Office of the BMS Chair (Mendy Ingiaimo) will create a USC Employee Travel Authorization to be approved and signed by the Chair.
9. Once expenses are approved by the Chair, a Travel Authorization Number will be issued to the faculty member. This can then be used to make airline reservations through Forest Lake Travel (USC Travel Agent), Donald Cockrell, [Donald@forestlaketravel.com](mailto:Donald@forestlaketravel.com), 803-738-1520 X203.
10. All travel expenses (except needed materials such as posters) will be reimbursed through the Travel Services after the trip is completed. Faculty should provide travel receipts for expenses to the Office of the BMS Chair and the reimbursement will then be processed.
11. For conference registration that must be paid ahead of the trip, faculty can submit the paid receipt to Mendy for early reimbursement.
12. **Reminder: Society Memberships, posters, special supplies (other than office supplies) must be charged to an official State of South Carolina Purchasing Card (P Card). Again, Mendy can help with these purchases.**
13. The official link to the USC Travel Policy is at <http://www.sc.edu/policies/ppm/busf100.pdf>.