

Faculty Travel Procedures Effective November 2020

In an effort to promote uniform and consistent travel procedures, the Division Chairs along with the support of our Academic Dean, are establishing the following travel procedures effective November, 2020:

1. Faculty will submit a request via email to the Department Chairs outlining the specifics of the travel request along with the justification for the request. It is recommended that you initiate this process as soon as you are aware of your travel needs as funds are limited. Please attach the completed word document below to your email request. No paper requests will be processed.
2. Division Chairs will evaluate the requests and forward them to the Academic Dean for approval.
3. The Academic Dean will email the traveler, Division Chair, and Business Office designee of the approval.
4. Traveler will make an appointment with the Business Office who will then create the Travel Authorization form electronically. (This document does not replace the travel authorization documents needed by the business office to fully approve the travel request.)
5. Traveler will receive a link via e-mail to approve the submitted travel authorization.
6. From there, the form goes to the Dean, then the Business Office, the USC Travel/Controller’s Office.
7. Once the traveler returns from the trip, the traveler will submit all receipts to the Business Office for reimbursement. The receipt must be submitted within 30 days of return or, in the case of June travel, before the end of the fiscal year (July 1).

(Any travel request that does not follow the above procedure will be returned to the traveler to be amended. This will delay the approval process significantly.)

Faculty Travel Request Form

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| **FACULTY INFORMATION** |
| FIRST NAME |  | LAST NAME |  |
| EMAIL ADDRESS |  |
| USC ID |  |
| TRAVEL INFOMATION |
| TRAVEL START DATE |  | TRAVEL END DATE |  |
| CITY |  | STATE |  |
| COUNTRY |  |  |
| TRAVEL PURPOSE |  |
| TRAVEL SIGNIFICANCE |  |
|  |
| ESTIMATED EXPENSES |
| REGISTRATION FEE |  | HOTEL |  |
| AIRFARE |  | AUTO RENTAL |  |
| PARKING |  | # OF MILES DRIVING IF PERSONAL VEHICLE |  |
| MEALS/PER DIEM |  | OTHER |  |
|  |  |  |  |
| TOTAL PROJECTED BUDGET |  |
| SOURCE OF FUNDS |
| DEPT |  | FUND |  |