



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: _____ Registered (Date): _____
Address: _____ Conf./Reg. Confirm #: _____
City/State: _____ Contact Name: _____ Conference Agenda attached: _____
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 PC to pay for my registration by check directly to the conference. Attached is the registration invoice.

HOTEL INFORMATION

Conference Hotel Name: _____ Hotel Dates: _____ to _____
Address: _____ Check in: _____ Check out: _____
Contact: _____ Phone Number: _____ Fax Number: _____
Payment Method: _____ Confirmation #: _____ Booked (Date): _____
Other Info: _____

PER DIEM RATE

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

Breakfast: _____ x _____ Days Lunch: _____ x _____ Days Dinner: _____ x _____ Days Total _____
(In-State \$6 – Out of State \$7) (In-State \$7 – Out of State \$9) (In-State \$12 – Out of State \$16)

TRANSPORTATION

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

	<i>Leaving</i>	<i>Returning</i>
Date		
Airline		
Flight #		
Confirmation #		
Departure Time		
Arrival Time		

Total Costs for Travel	
Conference Registration	
Hotel	
Per Diem (meals) Total	
Personal Vehicle Mileage _____ @ .50/mile	
Airfare	
Baggage Fees	
Parking	
Shuttle/Taxi	
Incidentals	
Other	
TOTAL	

Date _____ Employee Name _____ Employee Signature _____

Date _____ Supervisor Name _____ Supervisor Signature _____

Date _____ PC Finance

Date _____ PC Chancellor

USC Travel Policy and Procedure website: <http://www.sc.edu/policies/ppm/fin100.pdf>.

Travel not approved in advance, will be considered unauthorized.