

**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: \_\_\_\_\_ Conference Agenda attached: \_\_\_\_\_

Address, City, State: \_\_\_\_\_

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 Union to pay for my registration by check directly to the conference. After Request is approved, send this form and your registration invoice to Teresa Adams in the Business Office for payment.

**HOTEL INFORMATION**

Conference Hotel Name: \_\_\_\_\_ Hotel Dates: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ Check in: \_\_\_\_\_ Check out: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Payment Method: \_\_\_\_\_

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 \$8 – Out of State \$10) (In-State \$10 – Out of State \$15) (In-State \$17 – Out of State \$25)*

**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		

<b>Total Costs for Travel</b>	
Conference Registration	
Hotel	
Per Diem (meals) Total	
Personal Vehicle Mileage _____ @ \$.545 per mile	
Airfare	
Baggage Fees	
Parking	
Shuttle/Taxi	
Incidentals	
Other	
<b>TOTAL</b>	

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

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

\_\_\_\_\_  
**Date PC Finance Signature Date PC Chancellor Signature**

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

**Travel not approved in advance, will be considered unauthorized.**