| Please fill in information about the traveler and destination |   |  |  |  |  |
|---|---|--|--|--|--|
| Name of Traveler:   |   |  |  |  |  |
| USC ID:   |   |  |  |  |  |
| Purpose of Travel:  |   |  |  |  |  |
| Destination City:   |   |  |  |  |  |
| State/ Territory or Province:                                 |   |  |  |  |  |
| Dates of Travel:  |   |  |  |  |  |
|   |   |  |  |  |  |
| Please enter estimated costs for each item                    | listed. Put \$0.00 if you will not use it |  |  |  |  |
| Method of Travel:   |   |  |  |  |  |
| Air Travel Expense:   |   |  |  |  |  |
| Car (Mileage):  |   |  |  |  |  |
| Hotel and Lodging:  |   |  |  |  |  |
| Meals (\$35 per day in state and \$50 per day                 |   |  |  |  |  |
| out of state allowed):  |   |  |  |  |  |
| Registration:   |   |  |  |  |  |
| Ground Transportation:  |   |  |  |  |  |
| Miscellaneous Travel Expense:                                 |   |  |  |  |  |

## Please complete all components for the funding source of travel

| OP UNIT | DEPT | FUND | ACCOUNT | CLASS | PCBU | PROJECT | ACTIVITY | AMOUNT |
|---------|------|------|---------|-------|------|---------|----------|--------|
|         |      |      |         |       |      |         |          |        |
|         |      |      |         |       |      |         |          |        |
|         |      |      |         |       |      |         |          |        |
|         |      |      |         |       |      |         |          |        |
|         |      |      |         |       |      |         |          |        |

| Other: Please include any additional details about the travel that is relevant |  |  |  |  |  |
|--|--|--|--|--|--|
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- If you have a travel award from the graduate school, a copy of the email stating that you have been approved for the award must be included.
- "If you have other travel award, Department Travel Award, or dividing cost with someone, please add notes in the section titled "Other."

Submission of travel authorizations should be submitted at least seven (7) days before traveling. The travel expense voucher for reimbursement should be submitted within seven (7) days after return to campus. Lodging receipts must be attached to the travel expense voucher along with itemized receipts for all other costs.

| X                            | X                     |  |
|------------------------------|-----------------------|--|
| Signature of PI              | Signature of traveler |  |
|                              |                       |  |
| Name of PI (print)           |                       |  |
| Submission date of the form: |                       |  |

Form is invalid without signatures. ALL forms must be typed.