USC ID:_____

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-ADD DEPARTURE AND RETURN INFORMATION
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

	Leaving	*Returning*
Date		
Airline		
Flight #		
Confirmation #		
Departure Time		
Arrival Time		

Total Costs for Travel	
Conference Registration	
Hotel-$429.54 max/night	
Per Diem (meals) Total	
Personal Vehicle Mileage _____ @ $.70 per mile	
Airfare	
Baggage Fees	
Parking	
Shuttle/Taxi	
Incidentals	
Other	
TOTAL	

_____   _____   _____

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.