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-$417.03 max/night	
Per Diem (meals) Total	
Personal Vehicle Mileage _____ @ $.67 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.

This form was created for use by: USC Palmetto College

Return form to: __Michele Lee_____   PC – SJY 071519