



Return to Carla Watson or scan to [watson97@mailbox.sc.edu](mailto:watson97@mailbox.sc.edu). Please complete form in its entirety.

Your Name:

USC ID:

Funding Source Required	Example: Account #, Commitment #, Award type, Startup:		
Date Leaving Home Base	mm/dd/yy	Time:	AM/PM
Date Returning Home Base	mm/dd/yy	Time:	AM/PM
Specific purpose of Travel and destination			

## Section I - Methods of Transportation

	Plane amount	\$
	Train amount	\$
	Bus amount	\$
<b>PERSONAL VEHICLE MILEAGE</b>	One way mileage/departure @ \$0.545 / mile	\$
	One way mileage/return @ \$0.545 / mile	\$
	<b>SUBTOTAL SECTION I</b>	\$

## Section II - Subsistence

Lodging cost per night (including taxes): \$	per night X	nights =	\$
<b>MEAL ALLOWANCES:</b>			
<b>In-state</b>	B = \$8.00    L = \$10.00    D = \$17.00	\$35.00 per day max	
<b>Out-of-state</b>	B = \$10.00    L = \$15.00    D = \$25.00	\$50.00 per day max	
<b>LIST YOUR MEALS HERE:</b>			<b>List the daily \$ here:</b>
In-state/Out-of-state daily per diem x # of days:			\$
Foreign Per diem - Consult with Carla - City/Country and Dates: (# days x foreign rate)			\$
<b>SUBTOTAL SECTION II</b>			\$

*(If meals were provided as part of registration, you cannot claim the expense). Meal receipts are not required. Out-of-country per diem is based on country and city.*

## Section III – Other Expenses (ORIGINAL RECEIPTS MUST BE PROVIDED FOR THIS SECTION)

	Registration	\$
	Taxi, shuttles, subways	\$
	Airport/Hotel parking	\$
	Rental car	\$
	Gas for rental car only, not personal vehicle	\$
	Other	
	<b>SUBTOTAL SECTION III</b>	\$

## Section IV - Summary

	Section I Transportation	\$
	Section II Subsistence	\$
	Section III Other	\$
	<b>GRAND TOTAL REQUESTED</b>	\$

**TOTAL APPROVED:** \$ \_\_\_\_\_

Chair's Approval \_\_\_\_\_ Date: \_\_\_\_\_ Graduate Director's Approval \_\_\_\_\_ Date: \_\_\_\_\_