

Scan and email to [guesser@mailbox.sc.edu](mailto:guesser@mailbox.sc.edu) or give to Evan Guess, 919 Humanities Office Bldg. 803-777-4882

Your Name

VIP ID

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			

**Funding :** \*List all potential funding here, regardless if is awarded or not. Ex. GradSchool, \$500, LING, \$300

**Section I – Methods of Transportation**

[Funding sources here -->](#)

Plane Amount	
Train Amount	
Taxi/Uber Amount	
Personal Vehicle Milage One way / departure @ \$0.655/mile	
One way / return @ \$0.655/mile	
<b>Subtotal Section I</b>	

**Section II – Subsistence**

Lodging cost per night (including taxes): \$	per night	nights =	
Meal allowances:			
In state	B = \$8.00	L = \$10.00	D = \$17.00 \$35.00 per day max
Out-of-state	B = \$10.00	L = \$15.00	D = \$25.00 \$50.00 per day max
List your meals here	List the total \$ here		
In-state/Out-of-state daily per diem x # of days			
Foreign per diem—consult with Evan – 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 amount approved:

Grad. Director's signature & date:

Chair's Signature & date: