



University Controller's Office Student Travel Matrix

Need	Description	Examples	Payment Methods	Guidance / Resources
Student Travel with Faculty/Staff	Students (group or individual) traveling with faculty/staff for educational or University business purposes.	Lodging	Student reimbursement after travel occurs	TA & TRV eForms
			Direct bill paid via Payment Request	Payment Requests
			Student travel advance (70% of lodging)	Travel Advances
			USC Travel Card	<i>Requires prior approval and arrangements from Travel Office</i>
		Meals	Student reimbursement after travel occurs	TA & TRV eForms
			Student travel advance (70% of lodging)	Travel Advances
		Airfare, registration	USC Travel Card	Travel Card Webinar
			Student reimbursement after travel occurs	TA & TRV eForms
Student Travel without Faculty/Staff	Students traveling independently for conference, research, etc.	Lodging	Student reimbursement after travel occurs	TA & TRV eForms
			Direct bill paid via Payment Request	Payment Requests
			Student travel advance (70% of lodging)	Travel Advances
			USC Travel Card (only if hotel allows prepayment by phone or online without card present)	<i>Requires prior approval and arrangements from Travel Office</i>
		Meals	Student reimbursement after travel occurs	TA & TRV eForms
			Student travel advance (70% of lodging)	Travel Advances
		Airfare, registration	USC Travel Card	Travel Card Webinar
			Student reimbursement after travel occurs	TA & TRV eForms
Student Travel - Study Abroad & Educational Programs	Study Abroad, educational programs, student activity program/project, etc.	Lodging, event tickets/admission, group meals	Program Expense Card	Program Expense Card Webinar
		Airfare, transportation, registration	Program Expense Card	Program Expense Card Webinar
			USC Travel Card	Travel Card Webinar