USC ID:_______________

UNIVERSITY OF South Carolina PALMETTO COLLEGE

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: ____

Time/Date of Departure: _______________ Time/Date of Return: ________________

PER DIEM RATE-ADD DEPARTURE AND RETURN INFORMATION

Per University Policy – No meals will be reimbursed for one-day travel.

Breakfast: _______ x ___ Days *(In-State $8 – Out of State $10)*

Lunch: _______ x ___ Days *(In-State $10 – Out of State $15)*

Dinner: _______ x ___ Days *(In-State $17 – Out of State $25)*

Total______

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-$456.58 max/night	
Per Diem (meals) Total	
Personal Vehicle Mileage ______ @ $.76 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:____

PC – SJY 071519