

To be completed and approved prior to entering TA or Expense Report Information into the USC PeopleSoft Travel syste EVENT/CONFERENCE INFORMATION Event/Conference: Dates:	PC Travel Request for:			South Carolina PALMETTO COLLEGE		
Event/Conference:					leSoft Travel system.	
Location:	EVENT/CONF	ERENCE INFORMATION				
Location:	Event/Conference:			Dates:	to	
Address, City, State: Conference Presenter:						
Specific Purpose of Trip:					-	
Benefit(s) to the Department: Payment Method:						
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, ser this form and your registration invoice to Teresa Adams in the Business Office for payment. HOTEL INFORMATION Conference Hotel Name: Hotel Dates:						
I would like for USC Union to pay for my registration by check directly to the conference. After Request is approved, ser this form and your registration invoice to Teresa Adams in the Business Office for payment. HOTEL INFORMATION Conference Hotel Name:						
this form and your registration invoice to Teresa Adams in the Business Office for payment. HOTEL INFORMATION Conference Hotel Name:	r dynnene mee		,			
Conference Hotel Name:				•	equest is approved, send	
Conference Hotel Name:	HOTEL INFOR	RMATION				
Phone Number:		<u></u>		Hotel Dates:	to	
Phone Number: Payment Method: Other Info: PER DIEM RATE Per University Policy — No meals will be reimbursed for one-day travel. Breakfast: x Days						
PER DIEM RATE Per University Policy — No meals will be reimbursed for one-day travel. Breakfast: x Days					_ crieck out	
PER DIEM RATE Per University Policy – No meals will be reimbursed for one-day travel. Breakfast: x Days						
State Vehicle: Personal Vehicle: A PC State Vehicle is not available Leaving Returning Per Diem (meals) Total	Breakfast:	x Days Lunch: .	x Days Dinner: _		Total	
Leaving Returning Per Diem (meals) Total Personal VehicleMileage @ \$.655 per mile Airfare Baggage Fees Parking Shuttle/Taxi Incidentals Other	TRANSPORTA	<u>ATION</u>		Total Co	osts for Travel	
Date Airline Flight # Confirmation # Departure Time Arrival Time Date Employee Name Returning Per Diem (meals) Total Personal VehicleMileage@ \$.655 per mile Airfare Baggage Fees Parking Shuttle/Taxi Incidentals Other	State Vehicle:	: Personal Vehicle:	A PC State Vehicle is not available			
Date Airline Flight # Confirmation # Departure Time Arrival Time Date Employee Name Per Diem (meals) Total Personal VehicleMileage@ \$.655 per mile Airfare Baggage Fees Parking Shuttle/Taxi Incidentals Other		Leavina	Returning			
Flight # Confirmation # Departure Time Arrival Time Date Employee Name	Date				•	
Confirmation # Departure Time Arrival Time Parking Shuttle/Taxi Incidentals Other	Airline				-	
Departure Time Arrival Time Baggage Fees Parking Shuttle/Taxi Incidentals Other	Flight #			-	er mile	
Arrival Time Parking Shuttle/Taxi Incidentals Other Other						
Shuttle/Taxi Incidentals Other						
Date Employee Name Employee Signature Other	Arrival Time					
Date Employee Name Employee Signature Other						
other	Doto	Francisco Nome		-		
TOTAL	Date	Employee Name	Employee Signature			
TOTAL				TOTAL		
Date Supervisor Name Supervisor Signature	Date	Supervisor Name	Supervisor Signature			
Date PC Finance Signature Date PC Chancellor Signature		DC Einance Signature	Date DC Ch		_	

USC Travel Policy and Procedure website: http://www.sc.edu/policies/ppm/fina100.pdf.

Travel not approved in advance, will be considered unauthorized.