



Scan to stepherw@mailbox.sc.edu. Please do not submit partially completed worksheets.

Your Name:

EMPL ID:

Required: funding source	Example: Acct #, 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	\$
PERSONAL VEHICLE MILEAGE	One way mileage/departure @ 53.5 cents / mile	\$
	One way mileage/return @ 53.5 cents / mile	\$
	SUBTOTAL SECTION I	\$

Section II - Subsistence

Lodging cost per night (including taxes): \$	per night X	nights =	\$
MEAL ALLOWANCES:			
In state	B = \$8.00 L = \$10.00 D = \$17.00	\$35.00 MAX per day	
Out-of-state	B = \$10.00 L = \$15.00 D = \$25.00	\$50.00 MAX per day	
Foreign rates: consult with Rhonda			
LIST YOUR MEALS HERE:	List the daily \$ here:		
	\$		
Daily allowance x # of days:	\$		
City (country) and Dates: (# days x foreign rate-consult with Rhonda)	\$		
	SUBTOTAL SECTION II	\$	

(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	
	SUBTOTAL SECTION III	\$

Section IV - Summary

	Section I Transportation	\$
	Section II Subsistence	\$
	Section III Other	\$
	GRAND TOTAL REQUESTED	\$

TOTAL APPROVED: \$ _____

Chair's Approval _____

Date: _____