Travel Reimbursement Voucher

Department of English

UNIVERSITY OF SOUTH CAROLINA

Name:		VIP ID:	
Date Leaving Home Base		Time	AM PM
Date Returning Home Base		Time	AM PM

Section I - Methods of Transportation

	Plane	$
	Train	$
	Bus	$
PERSONAL VEHICLE MILEAGE	One way mileage/departure @ 76 cents/mile	$
	One way mileage/return @ 76 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 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 daily $ here:**
Date:				$
Date:				$
Date:				$
Date:				$
Date:				$
Date:				$
Date:				$
Date:				$
Date:				$
Date:				$
Date:				$
Date:				$
			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 RECIEPTS MUST BE PROVIDED)

Registration	$
Taxi, shuttles, subways	$
Airport parking	$
Hotel parking	$
Rental car	$
Gas for Rental	$
Other	
SUBTOTAL SECTION III	**$**

Section IV - Summary

Section I Transportation	$
Section II Subsistence	$
Section III Other Expenses	$
GRAND TOTAL	**$**

Traveler's Signature _____

Date _____