DEPARTMENT OF ENGLISH
GRADUATE STUDENT TRAVEL REQUEST

DATE: _____Name: _____ UofSC ID: _____

Mailing Address_____

Purpose of Travel:

Giving Lecture _____ Reading Paper _____

Charing Session _____ Other _____

Title of Work: _____ _____

Name of Conference: _____

City: _____ State: _____

Source of Funds:_____ Check if you've applied for College Funds

Check if you've used Department Funds

Date Leaving: _____ Date Returning: _____ ___

Via: Plane _____ Train _____ Personal Vehicle: _____

Estimated Costs	Estimated Amount	Approved Amount
Transportation		
Plane or Train round trip	_____	
Personal Vehicle		
Round trip mileage _____ x 0.76000	_____	
Per Diem		
Lodging	_____	
(in-state, SC, travel) $35 per day for meals	_____	
(out-of-state travel) $50 per day for meals	_____	
Registration, Parking, local transportation	_____	
Total Requested	_____	_____

Approval by Director of Graduate Studies_____

In general, we can reimburse for…

- Plane tickets, Train tickets, bus tickets – provided you book **economy**. The University will not reimburse for business class/first class; we will then have to find a comparable ticket for economy class, and that's how much we can reimburse you for.
- Gas up to 500 miles in one direction. If you are driving further than 500 miles, we will have to compare the cost of a flight, and we will be able to reimburse you for whatever is less between the flight and the gasoline. You don't have to save gas receipts; gas is reimbursed at a flat rate per mile.
- Hotels – you can book a traditional hotel or another kind of rental via Airbnb, VRBO, etc. Please choose an option that is economical and appears reputable and safe. While the University doesn't want travelers spending lavishly, it's important for us in the English Department that our students are not putting themselves in harm's way just to get a good deal on a hotel.
- Food – you don't have to save food receipts. Food is reimbursed at a flat rate of $50/day if you're out of state, and $35/day if you're in state.
- Conference registration fees – We can reimburse the registration fee, but we cannot reimburse for any membership dues. For instance, if your receipt shows a $100 conference registration fee and a $35 membership fee for the organization, we will reimburse $100.
- Rental cars, parking, and/or local transportation

Before the Travel

At least a week before your travel…

- Fill out the travel request form and give it to the Graduate Director and CC the Graduate Program Coordinator for their approval.
- The coordinator will then input a Travel Authorization, which informs the University that you will be traveling.
- Book and pay for anything that needs to be prepared in advance; such as tickets, lodging, rental cars, and registration fees. When you return, you'll turn in all the receipts needed for reimbursement.

Preparing Receipts for the Reimbursement

When you have returned from your trip, get your receipts together to send to the Graduate Program Coordinator/Director.

- Save the emails you receive from booking your transportation. If you are booking a plane ticket, we will need a receipt that shows the total cost as well as your itinerary for the trip. In general, airlines will send you an email immediately upon booking with that information; save that email as a PDF to send to the Graduate Program Coordinator.
- If you are staying at a traditional hotel, please ask for a check-out receipt when you leave. You can have them print it out for you, or you can have it sent to you via email.
- If you stayed at an Airbnb/other online booking service, go into your account with that service and find the receipt from there. Usually, they have them organized and in PDF form which you can then send to the coordinator.