

# 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	\$
<b>PERSONAL VEHICLE MILEAGE</b>	One way mileage/departure @ 53.5 cents / mile	\$
	One way mileage/return @ 53.5 cents / mile	\$
<b>SUBTOTAL SECTION I</b>		<b>\$</b>

### Section II - Subsistence

Lodging cost per night (including taxes): \$	per night X	nights =	\$
<b>MEAL ALLOWANCES:</b>			
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
<b>LIST YOUR MEALS HERE:</b>			<b>List the daily \$ here:</b>
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
<b>SUBTOTAL SECTION II</b>			<b>\$</b>

*(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	
<b>SUBTOTAL SECTION III</b>	<b>\$</b>

**Section IV - Summary**

Section I Transportation	\$
Section II Subsistence	\$
Section III Other Expenses	\$
<b>GRAND TOTAL</b>	<b>\$</b>

**Traveler's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_