

## Reimbursement Request for Travel Expenses Linguistics Program

Please scan and email to Evan Guess, [gusser@mailbox.sc.edu](mailto:gusser@mailbox.sc.edu)

Your Name	USC ID
Date leaving Home Base	Time
Date Returning Home Base	Time

### Section I – Methods of Transportation

Plane amount (if you paid)	
Train/bus amount	
Shuttle/taxi amount	
<b>Personal vehicle mileage</b> – One way mileage/departure @ \$0.625/mile	
One way mileage/return @ \$0.625/mile	
<b>Subtotal Section I</b>	

### Section II – Subsistence

Lodging cost / night (including taxes): \$ _____ / 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>	List the daily \$ here
Date	
Date	
Date	
Date	
Date	
<b>Subtotal Section II</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 receipts must be provided for this section)

Registration (if you paid)	
Taxi, shuttles, subways	
Airport/hotel parking	
Rental car	
Gas for rental car only, not personal vehicle	
Other	
<b>Subtotal Section III</b>	

### Section IV - Summary

Section I Transportation,	
Section II Subsistence	
Section III Other	
<b>Grant Total</b>	

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

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