



Return to Elexus Moody, elmoody@email.sc.edu

Please do not submit partially completed worksheets

TRAVELER'S NAME and Mailing Address:	(REQUIRED) USC ID:		
What is the purpose of the trip or name of the conference?			
When are you leaving?	mm/dd/yy	Time:	AM/PM
When will you return?	mm/dd/yy	Time:	AM/PM
Where are you going? (City, State, Country)			

How will you get there?

	Estimated Airfare	\$
	Estimated Taxies, Ubers	\$
	Other	\$
PERSONAL VEHICLE MILEAGE	One way mileage/departure @ 50.5 cents / mile	\$
	One way mileage/return @ 50.5 cents / mile	\$
	SUBTOTAL SECTION I	\$

Where will you stay?

	Is this a hotel, AirBnB, or other?	
	How many nights will you stay?	
	What is the nightly rate plus taxes?	
	Total cost of lodging	\$
If meals are not included, will you request a meal per diem? Estimate that total amount.		
MEAL ALLOWANCES:		\$
In state B = \$6.00 L = \$7.00 D = \$12.00 \$ 25.00 per day MAX		
Out-of-state B = \$7.00 L = \$9.00 D = \$16.00 \$ 32.00 per day MAX		
	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.

Other Expenses associated with this trip that will require receipts

	Registration	\$
	Airport/Hotel parking	\$
	Rental car	\$
	Other	\$
	SUBTOTAL SECTION III	\$

Summary

	Section I Transportation	\$
	Section II Lodging and Meals	\$
	Section III Other	\$
	GRAND TOTAL REQUESTED	\$

TOTAL APPROVED: \$ _____