

**Reimbursement Request for Travel Expenses
Department of Languages, Literatures, and Cultures**

Please scan and email to Evan Guess, guesser@mailbox.sc.edu

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

↖ *Actual time you leave your home and actual time you return to home.*

Section I – Methods of Transportation

Plane amount (if you paid)	
Train/bus amount	
Shuttle/taxi amount	
Personal vehicle mileage – One way mileage/departure @ \$0.655/mile	
One way mileage/return @ \$0.655/mile	
Subtotal Section I	

Section II – Lodging/Per Diem (Per diem is a flat rate per day except for the first and last days of travel, where it depends on the time you leave home and the time you return home. See Business Manager for meal eligibility times.)

Lodging cost / night (including taxes): \$ _____ / 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	
Per Diem: Enter departure time and arrival time for 1st and last day	List the daily \$ here
Date	
Date	
Date	
Date	
Date	
Subtotal Section II	

*Meal receipts are *not* required. *If meals were provided as part of registration, you cannot claim the expense (in most instances).* Foreign per diem is based on the country and city, per State Dept. published per diem rates. See Business Manager if you have questions about foreign per diem rates.

Section III – Other Expenses

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

Section IV - Summary

Section I Transportation,	
Section II Subsistence	
Section III Other	
Grant Total	

Traveler's Signature _____

Date _____