

Please fill in information about the traveler and destination

Name of Traveler:	
USC ID:	
Classification (Student, Faculty, Post-Doc)	
Purpose of Travel (Must list the name of conference or meeting):	
Destination City:	
State/ Territory or Province:	
Dates of Travel:	

Please enter the estimated costs for each item listed in USD

Air Travel Expense:	
Car (Number of miles driven x \$0.70): List the \$ amount	
Hotel and Lodging:	
Meals (\$35 per day in state and \$50 per day out of state allowed):	
Registration:	
Ground Transportation (Ubers, Taxis, Lyfts, Trains):	
Parking:	
Miscellaneous Travel Expense:	
Please list what the miscellaneous travel expense is (example: checked bag fee)	

Please complete all components for the funding source of travel

OP UNIT	DEPT	FUND	ACCOUNT	CLASS	PCBU	PROJECT	ACTIVITY	AMOUNT

Other: Please include any additional details about the travel that is relevant

- **If you have a travel award from the graduate school, a copy of the email stating that you have been approved for the award must be included.**
- **"If you have other travel awards or will be dividing costs with someone else, please add notes in the section titled "Other."**

Submission of travel authorizations should be submitted at least seven (7) days before traveling. The travel expense voucher for reimbursement should be submitted within seven (7) days after return to campus. Lodging receipts must be attached to the travel expense voucher along with itemized receipts for all other costs.

X

Signature of PI

X

Signature of traveler

Name of PI (print)

Submission date for the form: _____