

INTERNAL TRAVEL REQUEST FORM

(Please review notes below right corner)

Traveler Information

Last Name
 First Name
 Email
 Phone

Category
 VIP ID Number
 (Faculty & Staff only)

Conference/Training Information

Title of Conference/Training
 Purpose of Trip

At this conference, I am –

presenting	senior author	co-author	other
presenting an invited address (workshop)	attending workshops and other presentations	attending for professional development purposes	

Begin Date End Date

Destination

Estimated Expenses

Meals (Maximum daily rated based on initial departure and final return times)

(In state daily \$25.00; Out of state daily \$32.00; International rates based on month & location – Federal guidelines)

Meals

Days	Rate	Total -
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Lodging

Nights	Rate	Total -
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Mileage

Total Miles	Rate	Total -
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Airfare -

Registration	Taxi/Bus/Shuttle -
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Parking	Rental Car -
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Total Request -

All Personnel - Approval

Request must be approved PRIOR to first date of travel, regardless of funding source.

All Personnel - Form Submission

Save the completed form to your desktop (click FILE, SAVE AS and give the document a NEW name). Attach the form to an email and send to Wende Miller - wcmiller@mailbox.sc.edu

Faculty/Staff - Obtaining Your VIP ID Number

From the USC homepage, login to VIP. After logging in, click the "personal" option to the left. On the next page, click the "show me my VIP ID" option at the bottom. The next screen will show your 8-digit VIP ID number near the top center. Provision of this number is MANDATORY, per the USC Travel Office.

Grad Students - Travel Awards

This form must be completed if you are NOT applying for a Graduate Student Travel Award or if your request for a Graduate Student Travel Award was not approved.

Questions - Contact Wende @777-4138

Funding Source(s)

Account	Fund	Amount -
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Account	Fund	Amount -
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Last Dept. Award

Date

Amount