

Student Travel Brief Guidelines

I. Before Travel

a. If you are planning on reimbursed for your travel:

- **Electronically submit** the Travel Authorization (TA) form 10 business days prior to travel <https://image.admin.sc.edu/entryT.php>. You will need a fund number from your advisor.
- **Turn in a hard copy of the TA form** to Assistant to the Chair, for signature and processing (once signed by chair you will receive a copy of the signed TA.)
- **Keep a copy of the TA form.** You will need the electronically assigned TA number for your reimbursement form (see below.)

b. If international travel -

- All students (undergraduate, graduate, and professional) traveling abroad for University-related purposes are required to **register their international travel** in the Student International Travel Registry maintained by the Study Abroad Office by an established deadline before the expected departure date. ACAF 2.09, Section I.A

II. After Travel is completed

a. For reimbursement of travel costs:

- **Complete a Travel Reimbursement Voucher**
- https://www.sc.edu/about/offices_and_divisions/university_technology_services/forms/trv-form.pdf and print a copy and sign it. (Note: you will need to have previously submitted a TA and know the electronically assigned TA number.)
- **Make a copy of completed TRV all receipts for yourself** in case they get lost. (We do not keep a copy of this documentation.)
- **Attach original receipts to the TRV and submit to the Assistant to the Chair for signature.** Once signed the form will be sent to the Travel clerk.

[Sample Travel Reimbursement Voucher](#)

For detailed information go to the travel section on the Department's resource section at http://www.sc.edu/study/colleges_schools/chemistry_and_biochemistry/internal/resources/ and search for travel in the category section.

Questions on general travel, see the Assistant to the Chair

Questions on Graduate School Travel Awards, see the Graduate Student Services Program Coordinator

Questions on Department Travel Awards, see the Student Services Program Coordinator