

**Travel Reimbursement Request Form**  
**Department of Languages, Literatures, and Cultures**

Please scan and email to Evan Guess, [guesser@mailbox.sc.edu](mailto:guesser@mailbox.sc.edu)

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

**Section I – Methods of Transportation**

Plane amount (if you paid)	
Train/bus amount	
Shuttle/taxi amount	
<b>Personal vehicle mileage – Miles to/from destination</b>	
Enter value of miles one way in first field, enter dollar value in next field	To
<b>miles x 0.70 = dollar value</b> **Must calculate mileage dollar value manually	From
70¢ per mile (\$0.70/mile)	
<b>Subtotal Section I</b>	

**Section II – Subsistence**

Lodging cost / night (including taxes): \$ _____ / night X _____ nights	
<b>Meal allowances:</b>	
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	
<b>List your meals here:</b>	List the daily \$ here
Date	
<b>Subtotal Section II</b>	

(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.

**Section III – Other Expenses (Original receipts must be provided for this section)**

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

**Section IV - Summary**

Section I Transportation,	
Section II Subsistence	
Section III Other	
<b>Grant Total</b>	

**Traveler's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_