



**UNIVERSITY OF SOUTH CAROLINA
PHYSICS AND ASTRONOMY DEPARTMENT
TRAVEL AUTHORIZATION FORM**



This form is to be completed by traveler and approved before taking a trip.

Person Completing Form: _____

Destination: _____

Traveler: _____

Domestic _____ **Foreign** _____ ***USC VIP ID:** _____

Purpose of Travel: _____

Duration of Travel: From _____ **To** _____

Is this reimbursement for a NON RESIDENT ALIEN? **Yes** **No**

Does this authorization supersede a previously approved trip? **Yes** **No**

If so, give TA Number _____

SECTION I – ACCOUNTING INFORMATION

Department Number: _____ **Fund Number:** _____

SECTION II – METHOD OF TRAVEL

Plane – Amount: _____

Bus – Amount: _____

Train – Amount: _____

Rental Car – Amount: _____

State Vehicle **Yes** **No**

Online registration for State Vehicle: <http://www.ogs.state.sc.us/statefleet/SFM-operations.phtm>

Personal Vehicle (Use higher rate if no State Vehicle is available. State Fleet Management will issue certificate of non-availability when a vehicle is not available through the State Motor Pool Network. Employee needs to alert Motor Pool personnel that certificate is needed.)

Round Trip Mileage: _____ **.747** **.585** **Amount:** _____

Personal Vehicle: **No Reimbursement**

Subtotal Amount for Section II: _____

SECTION III – SUBSISTENCE

Some hotels give a special rate to University/State employees. Check SC Hotel Government Rates Web Site: <http://www.state.sc.us/mmo/mmo/pubform.htm>. Employees are to make their own hotel arrangements once the travel request has been approved.

Lodging –

Cost Per Night (including taxes): _____ **# Night(s):** _____ **Total:** _____

Is the conference being held at hotel where accommodations are being requested? **Yes** **No**

Meals –

Rate/day: _____ **Number of Days:** _____ **Total:** _____

Reimbursement for meals is based on time of departure and time of return. See below:

<u>Time of Departure</u>	<u>Time of Return</u>	<u>Meal</u>	<u>In-State</u>	<u>Out-Of-State</u>
Before 6:30 AM	After 11:00 AM	Breakfast	\$6.00	\$7.00
Before 11:00 AM	After 1:30 PM	Lunch	\$7.00	\$9.00
Before 5:15 PM	After 8:30 PM	Dinner	\$12.00	\$16.00

Subtotal Amount for Section III: _____

If this is a visitor to USC that you are hosting, please provide the following information:

Mailing Address: _____

E-mail: _____

Phone Number(s): _____

Do we need to find accommodation for this visitor? **Yes** **No**

If yes, which night(s)? _____ **Smoking** **Non-Smoking**

If so, where? _____
