UNIVERSITY OF SOUTH CAROLINA LANCASTER

Staff Travel Procedures Effective July 1, 2024

1. **Guidelines for Requesting Funds from A**

    a. *All full-time staff* are eligible for a professional development trip for up to four consecutive days within the fiscal year. It is permissible to take more than one trip. Trip funding is contingent on available resources.

    b. Support for travel comes from "A" funds in USCL's professional development budget (#52024).

    c. Mileage reimbursements for single-day regional travel relating to USCL sponsored activities are not considered as part of this process. Those will be evaluated on a case-by-case basis.

    d. For international travel, the Foreign Travel Transparency JotForm must be completed and attached to the TA (upon completion of the form, a PDF will be sent to the submitter's email, which is to be attached to the TA). International travel must be approved 60 days prior to travel (no exceptions will be made for this requirement).

2. **Request Process**

    a. November 15: Deadline for staff to submit a completed Staff Travel Request Form to their supervisor. If approved, the supervisor will forward the request to the Associate Dean.

    b. If more than one request is being made for the fiscal year, the employee should indicate which professional travel opportunity has priority.

    c. If approved by supervisor and Associate Dean, the supervisor shall notify the employee and forward the Travel Authorization Form to the Associate Dean.

    d. The Associate Dean submits the approved Travel Request Form to the Business Office for processing.

    e. The traveler will receive a link via e-mail to approve the submitted travel authorization.

    f. From there, the form goes to the Dean, then the Business Office, the USC Travel/Controller's Office.

    g. Once the traveler returns from the trip, the traveler will submit all receipts to the Business Office for reimbursement. The receipt must be submitted within 30 days of return or, in the case of June travel, before the end of the fiscal year (July 1).

Staff Travel Request Form

Instructions: Type your answer in the right-hand column of each table. Each table has two columns: the field name on the left and your response on the right. Enter dollar amounts for each estimated expense. Submit the completed form to your supervisor.

Staff Information

Field	Your response
First name	
Last name	
Email address	
USC ID	

Travel Information

Field	Your response
Travel start date	
Travel end date	
City	
State	
Country	
Travel purpose (Please provide details about the travel, including its contribution to professional development.)	

Estimated Expenses

Expense	Estimated amount
Registration fee	
Hotel	
Airfare	
Auto rental	
Parking	

Expense	Estimated amount
Number of miles driving (if using a personal vehicle)	
Meals / per diem	
Other (describe and enter amount)	
Total projected budget	

Source of Funds

Field	Your response
Grant funded? (Enter Yes or No)	
Department (if grant funded)	
Grant fund (if grant funded)	

If not grant funded: travel is charged to Department 945505, A Fund A0001.