



UNIVERSITY OF
South Carolina
Travel Checklist

Before submitting a Travel Expense Report, please review the below checklist to ensure the report is complete and accurate.

PeopleSoft Finance Navigation: Main Menu > Employee Self Service > Travel and Expenses

Task	✓	Things to remember/include:
Employee Travel		
Travel Authorization (if applicable)		An approved TA is required to charged airfare to USC through an approved travel agency, expenses \$5000 or greater , and foreign travel.
		The to/from dates of travel and the dates of expenses correspond.
		The approved Travel Authorization is associated to an expense report.
Expense Report		If there is an approved Travel Authorization for Travel, associated it to the expense report to liquidate the encumbrance.
		The to and from dates of travel on the header and the dates on the expense line correspond.
		Selected the correct default location. The default location is based on the destination of travel.
Receipts		Lodging: Receipt must include room rate, taxes, fees, dates, name of traveler, amount, and proof of payment.
		Airfare: Original paid airfare receipt to include name of traveler, dates, flights, class of service, ticket number, amount, and proof of payment.
		Ground Transportation: Receipt to include date, amount, and proof of payment.
		Registration: Receipt to include name of traveler, amount, and proof of payment.
		Miscellaneous: • Auto Rental Fuel, Tolls, Parking • Auto rental – date, number of gallons, price per gallon, amount, proof of payment – not prepaid • Baggage: amount and proof of payment

Meals *Note: There is no meal reimbursement for one day travel.		Used the Meal Per Diem Table to determine meal reimbursement. <table><tr><th>Time of Departure</th><th>Time of Return</th><th>Meal</th><th>In-State</th><th>Out-of-State</th></tr><tr><td>Before 6:30am</td><td>After 11:00am</td><td>Breakfast</td><td>\$8.00</td><td>\$10.00</td></tr><tr><td>Before 11:00am</td><td>After 1:30pm</td><td>Lunch</td><td>\$10.00</td><td>\$15.00</td></tr><tr><td>Before 5:15pm</td><td>After 8:30pm</td><td>Dinner</td><td>\$17.00</td><td>\$25.00</td></tr><tr><td>All Day</td><td>All Day</td><td>All Meals</td><td>\$35.00</td><td>\$50.00</td></tr></table>	Time of Departure	Time of Return	Meal	In-State	Out-of-State	Before 6:30am	After 11:00am	Breakfast	\$8.00	\$10.00	Before 11:00am	After 1:30pm	Lunch	\$10.00	\$15.00	Before 5:15pm	After 8:30pm	Dinner	\$17.00	\$25.00	All Day	All Day	All Meals	\$35.00	\$50.00
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	Included time of departure on the first day of travel and time of return on the last day of travel for per diem.																										
	Meals for international travel, <u>except for Canada</u> (default location is Out of State), are reimbursed using the Dept of State Federal Rate Table – M&IE Rate .																										
	If any meals are provided during travel, per diem is not included for these meals on the expense report.																										
Lodging		Actual lodging cost will be reimbursed up to a maximum base of \$456.58 per day per person.																									
		Requested reimbursement is not for overnight accommodations within 50 miles of the traveler’s official headquarters and/or place of residence.																									
Mileage		Travel mileage is to be reimbursed for as travel is more than 10 miles one way or 20 miles roundtrip. Note: Only exception is if the individual is driving to the airport to travel.																									
		The current mileage rate is 76 cents per mile. *Note: If driving a rental car, can only be reimbursed for paid rental car expense and the gas to refuel the rental car. There is no mileage reimbursement.																									
Airfare		Airfare with applied eCredit: Attached the original paid airfare receipt for the eCredit applied to the airfare purchase along with the original paid airfare receipt for the new airfare with the applied eCredit.																									
		Airfare that is no economy: Obtained a cost comparison for the travel dates prior to the start of travel for an accurate amount.																									
		Airfare beyond the actual business dates of travel (Inclusion of personal travel): Included a cost comparison for airfare for the actual business dates of travel must be included if the airfare travel dates include personal time.																									

Currency Conversion (Foreign Travel)		All amounts on an expense report or TRV eForm are entered in United States Dollars.
		Used a currency conversion website, for example, oanda.com , and currency conversion is calculated on the <u>date of the transaction</u> .
		Included required documentation of the currency conversion for reimbursement. This can include original paid receipt for the expense in the local currency and the documentation of the currency conversion on the <u>date of transaction</u> . If paid with a credit card, provided the amount posted to the statement with personal information redacted.
Non-Employee/Student Travel		
Travel Authorization		An approved Travel Authorization (TA) eForm is required for all non-employee and student travel.
Travel Reimbursement Voucher		The Travel Reimbursement Voucher (TRV) eForm should be completed including to/from dates, destinations, and time of departure and return.
		The TRV should include all paid receipts.