

# INTERNAL TRAVEL REQUEST FORM

(Please review notes below right corner)

## Traveler Information

Last Name:

Position:

First Name:

VIP ID#:

Email:

(Faculty & Staff Only)

Phone:

Title of Conference/Training:

Purpose of Trip:

At this conference, I am -

presenting    senior author    co-author    other

presenting an  
invited address  
(workshop)

attending  
workshops and  
other  
presentations

attending for  
professional  
development  
purposes

Begin Date:

End Date:

Destination:

## Estimated Expenses

\* **MEALS** (maximum daily rates are based on initial departure and final return times)

**In-state daily** - \$35.00; **Out-of-state daily** - \$50.00; **International** rates based on month & location – Federal guidelines

\* **DAILY LODGING RATE** - the maximum rate is \$350.00 per night

## Meals

Days:                      Rate:                      Total:

## Lodging

Nights:                      Rate:                      Total:

## Mileage

Total Miles:                      Rate:                      Total:

Airfare:

Registration:                      Taxi/Bus/Shuttle:

Parking:                      Rental Car:

Total Request:

## Funding Source(s)

Operating Unit	Dept	Fund Code	Class Field	PC Business Unit	Project ID
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Date

Funding Source 1 Amount

Funding Source 2 Amount

Date of Last Dept. Award:

### All Personnel - Approval

Request must be approved PRIOR to first date of travel, regardless of funding source.

### All Personnel - Form Submission

Save the completed form to your desktop (click FILE, SAVE AS and give the document a NEW name). Attach the form to an email and send to Miriam Callaham - [callahmi@mailbox.sc.edu](mailto:callahmi@mailbox.sc.edu).

### Faculty/Staff - Obtaining Your VIP ID Number

Log into "<https://my.sc.edu>". After logging in, click the "Faculty/Staff" tab. Under the "PERSONAL" heading, click "View my IDs and manage my passwords". Click "Forgot IDs". Answer the security questions, click "Submit" and the next screen will show your 8-digit VIP ID number. Provision of this number is MANDATORY, per the USC Travel Office.

### Grad Students - Travel Awards

This form must be completed if you are NOT applying for a Graduate Student Travel Award or if your request for a Graduate Student Travel Award was not approved.

**Questions** - Contact Miriam @ 803-777-8597