

## Department of Political Science

### Travel Reimbursement Information Request (TRV)

**PLEASE ATTACH ALL ORIGINAL RECEIPTS (No copies)**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

VIP: \_\_\_\_\_ Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time Departed from Home Base: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Time Returning to Home Base: \_\_\_\_\_

Fund(s) to be charged (Dept. Allowance, Research Fund please name), Start-Up, Other): \_\_\_\_\_

#### EXPENSES: (check all that apply)

Breakfast: depart before 6:30 AM and/or return after 11:00 AM; \$8 in state, \$10 out of state  
Lunch: depart before 11:00 AM and/or return after 1:30 PM; \$10 in state, \$15 out of state  
Dinner: depart before 5:15 PM and/or return after 8:30 PM; \$17 in state, \$25 out of state

DATE: \_\_\_\_\_

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Dinner \_\_\_\_\_

DATE: \_\_\_\_\_

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Dinner \_\_\_\_\_

DATE: \_\_\_\_\_

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Dinner \_\_\_\_\_

DATE: \_\_\_\_\_

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Dinner \_\_\_\_\_

DATE: \_\_\_\_\_

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Dinner \_\_\_\_\_

DATE: \_\_\_\_\_

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Dinner \_\_\_\_\_

Personal Vehicle Mileage \_\_\_\_\_ (\$0.53.5/mile if USC vehicle available but not used; \$0.575 if USC vehicle not available\*)

Hotel/Motel Charges: \_\_\_\_\_

Parking: \_\_\_\_\_

Registration Fees: \_\_\_\_\_

Other: List the expense \_\_\_\_\_

Amount: \_\_\_\_\_

Taxi Fares: \_\_\_\_\_

Rental Expenses: \_\_\_\_\_

Airline Expenses: \_\_\_\_\_

Comments:

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NOTE: \*statement from transportation services confirming the non-availability of a motor pool vehicle must be attached for reimbursement at the higher rate.