

**PROCEDURE NUMBER:** FINA 2.50 Procedure

**SECTION:** Administration and Finance

**SUBJECT:** Travel

**DATE:** July 1, 2018

**REVISION:** January 1, 2025

**Procedure for:** All Campuses

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**Issued by:** Administration and Finance – Controller’s Office

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## **Procedure**

The University Administration and Finance Division, Controller’s Office, will ensure compliance with University Policy FINA 2.50. This procedure is applicable to campuses, units, and departments with employees and students traveling on official University business. The purpose of this procedure is to supplement the associated policy by providing additional resources, detail, and guidance on travel.

### **A. Travel Authorization**

As stated in the policy, a Travel Authorization (TA) must be completed and fully approved before travel occurs in the circumstances below. TAs should be completed as soon as possible.

1. Individual travel expenses are expected to be \$5,000 or greater,
2. All foreign travel, and
3. All travel advances.

If travel occurs without the required TA as detailed above, a justifying memo of explanation must be prepared, approved by the employee and respective Department Head, and attached to the reimbursement request. The Controller’s Office Travel Team will not approve the travel reimbursement without the accompanying memo.

### Employees

TAs for employees should be completed and approved through the PeopleSoft Finance Travel and Expense Module (Main Menu → Employee Self Service → Travel and Expense → Travel Authorizations). Within the module, a TA can be created, modified, viewed, deleted, or cancelled.

## Students and Non-Employees

TAs for students should be completed and approved through the respective electronic form, which can be navigated to within PeopleSoft Finance (Main Menu → USC Finance eForms → Student/Non-Employee Travel eForm).

### **B. Travel Expenses**

Refer to the [Travel Checklist](#) for additional guidance to ensure travel expenditures are supported by proper itemized receipts.

Note: Awarding agencies may have more stringent receipt requirements for sponsored awards. Refer to the terms and conditions of the award for specific sponsor requirements and ensure appropriate detailed or itemized receipts are maintained to facilitate a review of individual expenses for cost allowability.

#### **Airfare**

The preferred method of payment for airfare is a University Travel Card rather than coverage by the traveler. Departments or individuals may contract a University-approved [Travel Agency](#) for assistance with bookings. Travelers should select air carriers based on cost and time criteria rather than opportunities to earn frequent flyer points and other rewards.

#### **Ground Transportation**

The current Internal Revenue Service (IRS) standard mileage rate is **70 cents per mile**. The IRS standard mileage rate less depreciation, which applies to courtesy cars, is **37 cents per mile** (standard rate of 70 cents less depreciation of 33 cents).

#### **Meals**

Meals associated with domestic travel will be reimbursed based on the time of departure and return in accordance with the maximum per diem allowance detailed in the chart below (as of July 1, 2019). Receipts are not required for meals. One-day meal reimbursements are prohibited. Student and non-employee (e.g., interview, consultant, speaker, etc.) will also be reimbursed using these standard rates.

<b>Time of Departure</b>	<b>Time of Return</b>	<b>Meal</b>	<b>In-State</b>	<b>Out-of-State</b>
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

Meals associated with foreign travel will be reimbursed based on federally established per diem rates for meals and incidentals – see [M&IE column](#) for the respective destination.

## **Lodging**

Actual lodging costs will be reimbursed up to a maximum basis of **\$429.54 per day**, per person. Generally, lodging is not prepaid. If a hotel requires prepayment, the University can pay the hotel directly through Payment Request for employee and student travel only. Exceptions may be granted as necessary with prior approval from the University Controller.

## **Other/Miscellaneous Expenses**

### Allowable

Registration Fees necessary to qualify individuals to attend conventions, meetings, conferences, etc. are allowable and eligible for reimbursement. These fees can be prepaid on a University Travel Card or Payment Request. If these fees are prepaid by the traveler or paid at the time of registration in advance of the respective event, reimbursement will be made after the trip is complete with a paid receipt.

The miscellaneous expenses below are allowable and eligible for reimbursement if required for official University business. Receipts are only required for individual expenses of \$25 or greater. Approvers reserve the right to confirm the reasonableness of claimed expenses.

- Baggage charges, including:
  - Checking baggage,
  - Transportation for authorized excess baggage when carrying necessary materials and/or equipment,
  - Necessary charges for storage,
  - Charges or tips at transportation terminals and lodging for handling necessary luggage/items (e.g., drivers of taxis/shuttles, hotel staff, etc.)
  - Charges to sending baggage, samples, display materials, and/or materials between the destination and official headquarters.
- Parking fees, excluding those associated with moving and non-moving violations.
- Official telephone calls/service (e.g., faxes, internet access, etc.).
- Airport shuttles, taxis, and ground transportation, including tolls and reasonable tips.
- Other reasonable expenses if justified and approved by the supervisor.

### Non-Allowable

Expenses which are personal in nature and unnecessary for travel are not eligible for reimbursement and should be paid by the traveler. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Non-allowable items include, but are not limited to movies, bar bills, laundry, room service, and health and spa fees.

## **C. Reimbursement Requests**

Reimbursement for travel will be made after the trip is complete. Expenses should be submitted within seven days of return from the trip. When claiming reimbursement for expenses that are in

foreign currency, the request should be completed in U.S. dollars, with the exchange rate documented as of the date of payment (e.g., credit card statement date).

If the trip includes both personal and business travel, only business travel dates and expenses should be included. If a dependent is accompanying an employee on an authorized business trip, only those expenses directly attributable to the employee will be eligible for reimbursement. The traveler must provide a cost comparison in advance that documents personal versus business travel related expenses.

### Employees

An Expense Report should be properly completed and submitted in the PeopleSoft Finance Travel and Expense Module. The report can be completed by either the employee or a proxy, with all required attestations and approvals occurring through the system. The employee or proxy will certify that the Expense Report is accurate and true and complies with applicable policies and procedure. Reimbursement is paid via direct deposit based on the banking information reflected in the system, which should be updated by the employee as needed.

### Students and Non-Employees

A Student/Non-Employee Travel Reimbursement Voucher (TRV) should be properly completed and submitted through the Student/Non-Employee Travel eForm. The report will be completed by a proxy, with all required attestations and approvals occurring through the system. The proxy will certify that the eForm is accurate and true and complies with applicable policies and procedure. TRVs do not require the approval of the traveler. Reimbursement is paid via paper check and mailed to the address on the TRV.

## **D. Travel Advances**

Travel advances are payments that are issued to advance funds to an individual for official University business travel, typically for student travel. Travel advances can only be issued 10 days prior to the travel and must be settled within seven business days of return.

Employees request travel advances through the PeopleSoft Finance Travel and Expense Module. However, students must be set up as a supplier in the University's Supplier Self-Service Portal before the proxy submits an advance request through Payment Request. In both instances, the [Travel Advance Form](#) must be completed and attached to the request. If more than one student is traveling under the same TA, a custodian should be designated to receive the travel advance on their behalf.

The following additional regulations and requirements apply to travel advances:

- No advances are authorized for travel within South Carolina, unless related to student Athletic activities.
- The University may issue an advance for up to 80% of the total estimated lodging and meal expenses on an approved TA.

- When an Expense Report is submitted in the system, the traveler should associate the TA and apply the Travel Advance. When a TRV is submitted in the system, the proxy must indicate that the reimbursement is related to an advance.
- Any funds remaining should be deposited into the chartfield from where the advance was paid.
- In the event an advance is not settled, the Controller’s Office reserves the right to deduct outstanding balances from the employee’s next payroll or place a charge on the student’s account with the Bursar’s Office, as stated and agreed to on the [Travel Advance Form](#). Individuals who violate this procedure will not be eligible for future travel advances.

## E. Expenditure Classification of Travel

Account Code	New Account Code (effective 7/1/2024)	Account Code Name	Account Code Description
52021	55105	Non-Employee Travel	Travel associated with a person (non-employee) providing consultation, guest lectures, or other services for the University.
52022	55110	Student Travel	Student travel and field trips.
52023	55115	Employment Interview Travel	Travel associated with visitation of a potential employee; <b>not</b> to be used for travel expenses incurred by University personnel in pursuit of prospective employees.
52024	55120	USC Employee Travel	Travel by University personnel for the purpose of conducting business of the University, to include but not limited to, attending professional meetings, special demonstration meetings, and other related meetings.
54112	55125	Travel Registration	Registration fees paid to organizations and companies to attend conferences, conventions, or other meetings that involve travel.  <i>Note: 54112 should be used when registering for events that do not involve travel (e.g., webinars).</i>
52028	55130	USC Athletic Department Employee Conferences and Conventions	Travel by Athletic Department employees when traveling to donor meetings, coaches meetings, etc.
54541	54541	Participant Travel	Participant travel on grant funds (if the grant has participant cost budgeted).
54542	54541	Student Participant Travel	Participant travel by a USC student on grant funds (if the grant has participant cost budgeted).
59421	59421	USC Athletic Department Employee Recruiting	Travel by Athletic Department employees when traveling for recruiting purposes.

## F. Resources and Forms

Resources, trainings, and guides can be found on the Controller’s Office website under the following sections:

- General Accounting → Travel
- Resource and Training Toolbox → Business Manager, Forms