

Request for Conference/Research Travel

Directions: Please complete this form and turn into your advisor. Your advisor will then turn into the Department.

Name: _____

VIP ID: _____

USC ID: _____

Purpose of Trip (Name of Conference):

Destination of Trip: _____

Dates of Trip: From: _____ To: _____

(Dates are for actually leaving Columbia and Returning to Columbia)

Time leaving Columbia, SC: _____ Time Returned to Columbia: _____ (Check Plane Receipt)

Title of Presentation (Must be 1st or 2nd Author – see exceptions below*):

Transportation Costs	Personal Vehicle (\$0.67 per mile)	\$
Miles one way X 2	To:	
Airline Ticket	To:	\$
Subsistence	Meals (see reimbursement scale below)	\$
	Hotel	\$
Other Expenses	Local Transportation / Parking	\$
	Registration Fees	\$
	TOTAL AMOUNT REQUESTING	\$

Are you requesting funds from other sources for this trip (such as the Grad School)? Y N

If yes, from where? _____

If this funding is from the Graduate School, how many times have you applied for funding from them? _____

Significance of conference attendance with respect to Professional Development:

Student Signature

Advisor Signature

Advisor Ranking (If you have a student who is applying for funding for multiple conferences during the same funding period, please rank the relative importance of each conference for the student’s professional development): _____

For U.S. rates, below are the mealtimes:

Breakfast: Leaving before 6:30am. For the return trip, time of return after 11am

Lunch: Leaving before 11am. For the return trip, time of return after 1:30pm

Dinner: Leaving before 5:15pm. For the return trip, time of return after 8:30pm

In-State Meal Reimbursements	B – 8	L – 10	D - 17	Out-of-State	B – 10	L – 15	D - 25
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*If the paper / poster being presented has multiple authors, the student must have contributed at least 50%. Students presenting their own research directly related to their MA/PhD theses will be ranked higher than those that do not.

**If you are going Out-of-Country, the per diem rate for meals can be found on the [DOS Office of Allowances website \(https://aoprals.state.gov/web920/per_diem.asp\)](https://aoprals.state.gov/web920/per_diem.asp). Search by country, then by city. Use the foreign rates for days that most of your time is spent "in transit" (e.g., flying) and for days at your foreign destination(s). These rates cover the whole day and are not divided by mealtimes.

Use the U.S. rates for days that most of your time is spent in the U.S.