

Receipts Needed for Reimbursement

- **If you want to be reimbursed for travel expenses, it is imperative that you provide the correct form of receipt.**
- Within **7 days** of completing your travel, submit all receipts and proof of purchase (credit card statement) to Barbara Reager (breager@mailbox.sc.edu) or Libby Furr (furrke@email.sc.edu) for reimbursement.
- Complete and include the Receipt Checklist for Reimbursement form with your receipt submission.
- Receipts must show the vendor's name, date, amount paid, the name of the person being reimbursed, and identify the service or product purchased.
- While traveling, it is advisable to collect receipts as you pay for each expense. Check each receipt for accuracy.
- No phone screenshots of receipts will be accepted; obtain receipts via computer, not phone, if you do not have a hard copy receipt, so you can save the receipts in pdf format.

Ground Transportation receipts

- Uber and Lyft will email receipts upon request. Save email as a pdf.
- Travel in excess of 500 miles round-trip should be by air, not personal vehicle. Some exceptions apply when students travel in a group by personal vehicle. USC pays 67 cents per mile when using your personal vehicle for transportation instead of reimbursement for gasoline.
- USC will not reimburse rental car expenses unless preapproved by the department.

Air Transportation receipts

- Receipts for air travel **MUST include the traveler's name, ticket number, class of airfare, itinerary and proof of payment.**
- USC will reimburse economy class airfare only, not business or first-class airfare.

Lodging

- Students are encouraged to share lodging when reasonable. **All student names must be on lodging receipts.** Names on the receipt must match the names on the TA.
- The total of the receipt will be divided by the number of people listed on the receipt. **USC will only give reimbursement if your name is on the receipt.** A student will not be reimbursed the lodging of an unapproved traveler.
- The maximum lodging rate is **\$429.03** per person, per night.

Meals

- No receipts are necessary for meals. USC pays a per diem for meals as follows:

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