

SIPI Travel & Reimbursement Procedures

Most projects in Electrical Engineering are grant funded by various government agencies (NSF, NIH, etc.) so we are required to adhere to the Fly America Act, which means we must fly on US carriers or co-share partners whenever possible, even if the ticket is more expensive. You can read about the Fly America Act at <http://fbs.usc.edu/depts/travel/page/6105/fly-america-act/>. The following procedures must be followed when traveling on USC business.

1. Conference registration should be made as soon as conference registration is open and your advisor has approved. Registration fees can be paid with a staff credit card. Contact appropriate staff for registration.
2. Contact Franck Provost (fprovost@statravel.com) at STA Travel at 213-254-2662 to arrange airfare and rental car reservations. STA will always find flights under the Fly America Act unless instructed not to.
3. Once you and STA have finalized your travel details, have STA email the itinerary to the appropriate staff member for payment.
4. Email the itinerary to your advisor and have him/her email the staff with the approval to purchase and account number(s) to be charged.
5. Hotel reservations should be made and paid for by the traveler and submitted for reimbursement after the trip.
6. If the conference you are attending requires proof of medical coverage abroad, contact the Student Health Insurance Office in Parking Structure D.
7. While traveling, keep all business related receipts for meals, transportation, etc.
8. After you return, assemble receipts in date order
 - a. don't mix non-travel receipts with travel receipts
 - b. don't combine trips - each trip is a separate reimbursement request
9. Tape receipts on US Letter paper (8.5"x11") leaving a 1" margin at the top of the paper above the tape.
 - a. Tape across the top of the receipt only (the edge that will head into the scanner)
 - b. Don't overlap receipts; leave space for writing if you need to explain the expense
 - c. Try not to tape over the printing on cash register receipts (sometimes the tape will cause the ink to fade)
 - d. Be careful about highlighting on cash register tapes (highlighting also fades some inks)
 - e. Please do not use staples or glue (the scanner doesn't like either one)
 - f. It's fine to use paper with printing on the back side (recycling!)
 - g. If you are being reimbursed for a meal or hotel for anyone other than yourself, write the name(s).
 - h. Alcohol is a "government unallowable" expense so don't submit receipts for alcoholic beverages (subtract the alcohol expense from the meal expense)
10. For foreign travel, calculate the exchange and write the USD near the receipt. Attach the printout of the exchange rates so Disbursement Control can see the rates you used. Please go to <http://www.x-rates.com/> and click on "Historic Lookup" for exchange rates (then we are consistent in the rates used). Turn in credit card statements showing the actual charges and any bank exchange fees for converting to US\$.
11. Submit receipts (taped to 8.5" x 11" paper) to appropriate staff for reimbursement, along with the following information:
 - a. Who? Traveler's name
 - b. What? Travel Reimbursement
 - c. Where? Location you went to: City, State, Country.
 - d. When? Travel start and end dates.
 - e. Why? Name of conference you attended or other reason for travel.

Reimbursements must be submitted to staff within two weeks of returning to USC. Any reimbursements that are not submitted in a timely manner may not be reimbursed.