

## 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 <https://procurement.usc.edu/travel/fly-america-act/>. If travel is being charged to a gift account, you do not have to adhere to the Fly America Act and therefore can go with the lowest fare.

The following procedures must be followed when traveling on USC business:

1. Once you and your advisor have decided that you will travel for a conference, an approval email along with the project or account number to be charged must be sent to the administrator.
2. 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.
  - a. Provide all the information that will be required for registration to staff or if possible, fill out completely, save, and send login and password to staff to complete.
  - b. SAIL & SCUBA labs see <https://sites.google.com/a/usc.edu/sail-scuba-administration/home>
3. Contact Christopherson Business (CB)Travel via email at [usc@cbtravel.com](mailto:usc@cbtravel.com) or call 800-954-0042 to arrange air travel, rental car, and in some cases, hotel reservation. CB Travel will always find flights under the Fly America Act unless instructed not to. Once you and CB Travel have finalized your travel details, have them email the itinerary to the appropriate staff member for payment.
  - a. SAIL & SCUBA labs please see <https://sites.google.com/a/usc.edu/sail-scuba-administration/home>
4. In some cases, USC can prepay the hotel charges. Please work with CB Travel on your hotel. If not, hotel reservations should be made and paid for by the traveler and submitted for reimbursement after the trip.
  - a. SAIL & SCUBA labs please see <https://sites.google.com/a/usc.edu/sail-scuba-administration/home>
5. If the conference you are attending requires proof of medical coverage abroad, contact the Student Health Insurance Office, see their website <https://engemannshc.usc.edu/insurance/overseas-student-travel/>
6. While traveling, keep all business related receipts for meals, transportation, etc. Make sure you adhere to the meal allowance of \$46 a day. Not all travelers will be reimbursed for meals, speak to your advisor before traveling.
  - a. SAIL & SCUBA labs see <https://sites.google.com/a/usc.edu/sail-scuba-administration/home>
7. After you return:
  - a. Assemble receipts in date order

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- i. don't mix non-travel receipts with travel receipts
  - ii. don't combine trips - each trip is a separate reimbursement request
8. Tape receipts on 8-1/2" x 11" paper leaving a 1" margin at the top of the paper above the tape (8x11 and 8x10-1/2 and 8-1/2 by 10-1/2 are not close enough in size)
- 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)
9. Submit receipts (taped to 8.5" x 11" paper) to appropriate staff for reimbursement, along with the Reimbursement Request Form which requires 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 and/or business purpose for travel.
  - f. Project benefiting from travel
  - g. Faculty Mentor
10. For foreign travel, calculate the exchange and write the USD near the receipt
- a. 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\$.
  - b. SAIL & SCUBA labs see <https://sites.google.com/a/usc.edu/sail-scuba-administration/home>

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.