

# GSG Travel Grant Application

Spring 2015 Term

Applicant Name: [REDACTED]

Application Number: [REDACTED]

Student ID Number: [REDACTED]

## Certification

I hereby certify that the information provided within this application is accurate, that I have indicated all other sources of funding for my travel expenses, that I am applying for the share of expenses that I paid for (if multiple people went on the trip), and that these funds were used for the stated purpose and time period. I understand that I cannot request reimbursement from other sources after receiving funds from the Graduate Student Government Travel Grant Program. Misrepresentation will result in disqualification from consideration for further grants and may result in other University sanctions. I further certify that:

1. I was a registered graduate student of USC at the time of the conference AND
2. I paid the Student Programming Fee the semester of the conference AND
3. I have read the Travel Fund Guideline and have abided by the policies.

[REDACTED] \_\_\_\_\_ May 26, 2015  
Signature of Applicant Date

Instructions: (Your payment will not be processed by USC until these steps are completed)

1. Print the PDF form that now appears next to your application called the Travel Expense Report (T and E Form). This form is required by USC to process payment.
2. Sign and date the T and E Form (at the bottom) - the advisor/supervisor signature is not needed.
3. Attach the original receipts and all uploaded documents to 8<sup>1/2</sup> X 11 pieces of paper (if not already 8<sup>1/2</sup> X 11 in size). Tape the receipts by the corners only and do not staple.
4. Bring these documents to the GSG office (mailing is permitted but will take longer):

USC-GSG Travel Grants  
Tutor Campus Center, Room 224  
3607 Trousdale Parkway  
Los Angeles, CA 90089

Note: Do not make any changes to the forms which include information unique to your application. If you need to make changes, please email us at [gsgvp@usc.edu](mailto:gsgvp@usc.edu).



### Division of Financial and Business Services

### Disbursement Control

### Travel Expense Report

Department GSG -Travel Grant Account# [REDACTED] Check Request \_\_\_\_\_

Destination New Orleans, LA Period Covered 3/20/2015 to 3/26/2015

Business Purpose: Attending

Instructions: Any single expenditure of \$25.00 or more must have the receipt attached. Mount all receipts on 8 1/2 x 11 inch sheets of paper. Submit this form and all receipts to Disbursement Control: UGB or Mailcode 8015. NOTE: Any "Government Unallowable" (G/U) expense must be identified in the appropriate column(s) below. See page 2 of this document for definitions of "G/U."

I. Incidentals				SUBTOTALS
Date	Incidentals (explain) & Government Unallowables	Amount	G/U Amount	
				\$0.00

II. Transportation				
Type	Company	Date of Trip	Amount	G/U Amount
Airfare	Delta Air Lines	2/15/2015		\$200.00
				\$200.00

III. Food and Lodging Reimbursement Methods				Pick Only One (A,B,C)
A. Actual Lodging and Meal Expenses Lodging				
Hotel	Dates: From/To	# Days	Rate	Amount
				\$0.00

Meals (including tips) & *G/U Meal Expense (e.g., alcohol)							
Date	Amount	Date	Amount	Date	Amount	Date	Amount
B		B		B		B	
L		L		L		L	
D		D		D		D	
*G/U		*G/U		*G/U		*G/U	
+(Indicate name(s) of guest (if any) and Business Relationship (Refer to appropriate amount above))							
							\$0.00

B. Actual Lodging and Meal Expenses			
Actual Lodging: Use Actual Lodging Table under "A" and enter amount in Box "1"			
Meal Allowance		days @	per day =
C. Per Diem (Proof of Travel Required)		days @	per day =
			\$0.00

IDENTIFY OTHER FUNDING SOURCES (e.g., NIH, CO-SPONSOR) TO BE DEDUCTED FROM THE ABOVE:		
Date	Explanation	Amount
		\$0.00

**TOTAL EXPENDITURES** \$200.00

THIS IS AN ACCURATE REPORT OF MY EXPENSES. THERE ARE NO "GOVERNMENT UNALLOWABLE" EXPENSES, AS DEFINED ON PAGE TWO OF THIS FORM, UNLESS SEPARATELY IDENTIFIED ABOVE. ALL OTHER FUNDING SOURCES FOR THIS TRIP(S) ARE IDENTIFIED ON THIS FORM AND REDUCED FROM THE TOTAL COST.

REIMBURSEE SIGNATURE REQUIRED

[REDACTED]
*May 26, 2015*

(Reimbursee's Signature) Required Date

NOT REQUIRED

---

(Supervisor's Signature) Required Date

**USC STUDENT LIFE AND INVOLVEMENT EXPENSE REQUEST**

**APPROVAL:**

DEPARTMENT NAME: GSG - Travel Grant

ACCOUNT NUMBER: 22-0515-0091      OBJECT CODE: \_\_\_\_\_

SUBMITTED BY: Travel Grant System      EXTENSION:                     

DATE GENERATED: 6/2/2015

PURPOSE: 
 Travel reimbursement for expenses incurred while presenting at the conference titled:  
 NASPA, Student Affairs Administrators in Higher Education  
 The conference took place in: New Orleans, LA  
 Conference Dates: 3/21/2015 to 3/25/2015  
 Travel Dates: 3/20/2015 to 3/26/2015

**EXPENSE IS:**

INTERNAL REQUISITION            EVENT NAME: GSG Travel Grant

REQUISITION            AMOUNT REQUESTED: \$200.00

PURCHASE ORDER            DATE NEEDED: 4/2/2015

CHECK REQUEST            PAYABLE TO:                     

route to \_\_\_\_\_ (type mail to have check mailed)

REIMBURSEMENT            ATTENTION TO: Not Applicable

route to                      (type mail to have check mailed)

MAIL REQUISITION            STREET ADDRESS:                     

PROCUREMENT CARD            CITY, STATE:                     

ZIP CODE:                           PHONE#:                     

ATTACHMENTS:

Vendor Code: Not applicable

SSN/Tax ID Number:                     

SPECIAL INSTRUCTIONS:

**BUSINESS OFFICE USE ONLY**

**ACCOUNT STATUS REPORT (DEPARTMENTAL USE)**

INTERNAL REQ # _____	DATE: _____	AMOUNT: _____
REQUISITION # _____	DATE: _____	AMOUNT: _____
PO # _____	DATE: _____	AMOUNT: _____
CHECK REQ # _____	DATE: _____	AMOUNT: _____
MAIL REQ # _____	DATE: _____	AMOUNT: _____





**LOS ANGELES 20MAR15**

Delta Air Lines <DeltaAirLines@e.delta.com>

Fri, Feb 27, 2015 at 8:51 PM

Reply-To: Delta Air Lines <support-b9jg3m5bfpayqkazuqx8kqqmmp5v1@e.delta.com>

To: [REDACTED]



Hello, [REDACTED]

Your Trip Confirmation #: [REDACTED]

[MANAGE MY TRIP >](#)

**Fri, 20MAR**

**DEPART**

**ARRIVE**

DELTA 2592  
ECONOMY (L)

LOS ANGELES  
5:15pm

NEW ORLEANS  
10:50pm

**Thu, 26MAR**

**DEPART**

**ARRIVE**

DELTA 1325  
ECONOMY (V)

NEW ORLEANS  
6:00am

LOS ANGELES  
8:30am

**Passenger Info**

**NAME**

[REDACTED]

**FLIGHT**

DELTA 2592  
DELTA 1325

**SEAT**

24E  
26D

Visit delta.com or use the Fly Delta app to view, select or change your seat.  
If you purchased an Economy Comfort seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

**Flight Receipt**

Ticket #: 0062302563211

Place of Issue: Delta.com

Issue Date: 27FEB15

Expiration Date: 27FEB16



**METHOD OF PAYMENT**

AX\*\*\*\*\*[REDACTED]

**\$382.20 USD**

For confidentiality purposes the last 4 digits of the card used have been blacked out. However, when submitting your application the last 4 must be visible in order to confirm your proof of purchase.

**CHARGES**

**Air Transportation Charges**

Base Fare \$329.30 USD

**Taxes, Fees and Charges**

United States - September 11th Security Fee \$11.20 USD

(AY)  
United States - Passenger Facility Charge (XF) \$9.00 USD

United States - Flight Segment Tax (ZP) \$8.00 USD

United States - Transportation Tax (US) \$24.70 USD

**TICKET AMOUNT**

**\$382.20 USD**

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

**Checked Bag Allowance**

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Fri 20 Mar 2015

DELTA: LAX ▶ MSY

CARRY ON

FIRST

SECOND

FREE

\$25USD

\$35USD

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Thu 26 Mar 2015

DELTA: MSY ▶ LAX

CARRY ON

FIRST

SECOND

FREE

\$25USD

\$35USD

Visit delta.com for details on baggage embargos that may apply to your itinerary.