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.

Signature of Applicant: [Signature]
Date: May 06, 2015

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 1/2 X 11 pieces of paper (if not already 8 1/2 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.
Travel Expense Report

- **Department**: GSG - Travel Grant
- **Account#**: 
- **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. Incidentsals

<table>
<thead>
<tr>
<th>Date</th>
<th>Incidentsals (explain) &amp; Government Unallowables</th>
<th>Amount</th>
<th>G/U Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUBTOTALS**

|        | $0.00 |

### II. Transportation

<table>
<thead>
<tr>
<th>Type</th>
<th>Company</th>
<th>Date of Trip</th>
<th>Amount</th>
<th>G/U Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Delta Air Lines</td>
<td>2/15/2015</td>
<td>$200.00</td>
<td></td>
</tr>
</tbody>
</table>

**SUBTOTALS**

|        | $200.00 |

### III. Food and Lodging Reimbursement Methods

**A. Actual Lodging and Meal Expenses**

**B. Actual Lodging**

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Dates: From/To</th>
<th># Days</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**C. Per Diem**

- **Meal Allowance**: days @ per day =
- **Per Diem**: (Proof of Travel Required) days @ per day =

**TOTAL EXPENDITURES**

- **$200.00**

**(Indicate name(s) of guest (if any) and Business Relationship (Refer to appropriate amount above)**

- **$0.00**

**IDENTIFY OTHER FUNDING SOURCES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Explanation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TODAL 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.**

**SIGNATURE REQUIRED**

(Reimburse's Signature) Required

Date: May 26, 2015

NOT REQUIRED

(Supervisor's Signature) Required

Date
APPROVAL: 6/2/2015

OBJECT CODE:

SUBMITTED BY: Travel Grant System

DATE GENERATED: 6/2/2015


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: [Redacted]

REIMBURSEMENT [ ] ATTENTION TO: Not Applicable

MAIL REQUISITION [ ] STREET ADDRESS: [Redacted]

PROCUREMENT CARD [ ] CITY, STATE: [Redacted]

ZIP CODE: [Redacted] PHONE#: [Redacted]

ATTACHMENTS: Vendor Code: Not applicable

SSN/Tax ID Number: [Redacted]

SPECIAL INSTRUCTIONS: [Blank]

ACCOUNT STATUS REPORT (DEPARTMENTAL USE)

<table>
<thead>
<tr>
<th>INTERNAL REQ #</th>
<th>DATE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
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<tr>
<th>REQUISITION #</th>
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<table>
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<tr>
<th>PO #</th>
<th>DATE</th>
<th>AMOUNT</th>
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<table>
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<tr>
<th>CHECK REQ #</th>
<th>DATE</th>
<th>AMOUNT</th>
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<tr>
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<th>AMOUNT</th>
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</table>
Hello,

Your Trip Confirmation #: [redacted]

Fri, 02MAR
DELTA 2592
ECONOMY (L)
DEPART
LOS ANGELES
5:15pm
ARRIVE
NEW ORLEANS
10:50pm

Thu, 26MAR
DELTA 1325
ECONOMY (V)
DEPART
NEW ORLEANS
6:00am
ARRIVE
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

$382.20 USD

CHARGES

Air Transportation Charges

Base Fare $329.30 USD

Taxes, Fees and Charges

United States - September 11th Security Fee (Passenger Civil Aviation Security Service Fee) $11.20 USD

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 $25 USD $35 USD

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 $25 USD $35 USD

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

Transportation of Hazardous Materials