

# SAMPLE TA – STUDENTS, GRANT PARTICIPANTS, AND OTHER NON-EMPLOYEES

**TRACKING #:**

Need to update your contact info? [Click here to change your intranet contact info.](#)

PREPARER LAST NAME:  FIRST NAME:

PREPARER DEPARTMENT:  PHONE:

PREPARER EMAIL:

TRAVEL AS:   DOMESTIC TRAVEL OR  FOREIGN TRAVEL  
*\*Domestic includes US Territories and Canada*

TRAVELER NAME  VIP ID

ADDITIONAL TRAVELER NAMES   
  
  
 VIP ID

TRAVEL FROM:  /  /  TO:  /  /

TRAVEL PURPOSE:

*\*Must be more specific than University business-DETAILS REQUIRED*

DESTINATION CITY  STATE/TERRITORY OR PROVINCE

METHOD OF TRAVEL:  
 PLANE  STATE VEHICLE  PERSONAL VEHICLE  RENTAL VEHICLE  
 OTHER:

ESTIMATED COSTS:  
 TRANSPORTATION (NOT INCLUDING STATE VEHICLE)

MEALS & LODGING

OTHER:

REGISTRATION  INTERNET  PHONE  PARKING  LOCAL TRANSPORTATION

TOTAL ESTIMATED COST

DEPT	FUND	ANALYTICAL	AMOUNT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL SOURCE OF FUNDS			<input type="text"/>

Send a confirmation email with a link to this entry.

Enter your name, department, campus phone, and e-mail here

Select 'Travel As' USC Student, Grant Participant, Non USC Employee and 'Domestic' or 'Foreign' Travel

For Students, enter all travelers' names along with their 8 digit VIP IDs; For Grant participants and Non USC Employees, enter their names and select if they are a US Resident or not

Enter the day leaving and returning for travel 'from' and 'to' and provide a brief description of the trip under 'Travel Purpose'

Enter the city to which the individual will be traveling. For multiple trips around the same state, you may enter 'Various'. For Example, enter 'Various' in South Carolina for repetitive travel to Charleston, Columbia, and Beaufort.

Select all methods of travel that will be used for transportation.

Enter all estimated costs for transportation, meals, lodging, registration, and other miscellaneous expenses which you anticipate will be incurred.

Enter the appropriate department and fund which will paying for the trip. The department will begin with '172xx' and the Fund will begin with a letter. For example: 17220 A000. Leave analytical blank. If the total cost will be paid for, copy 'Total Estimated Cost' into the amount.

The form is NOT automatically processed after clicking 'Submit'. Click 'Submit Form' and print the next page. The appropriate Department Head or signatory authority will need to sign the form and turn it in to the Business Office for processing.