**Travel/Conference Request**

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| **INSTRUCTIONS** |

Use this form to obtain approval for business-related travel or to attend a conference. Provide detailed travel or conference information in the appropriate fields below. When using the online form, the fields will expand to accommodate as much text as necessary to describe the spending request. Obtain the necessary approvals **PRIOR TO** registering for the conference or making any travel arrangements. Attach the completed and approved form to your DVQE for reimbursement.

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| **EXPENSE INFORMATION** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Traveler/Participant Name and Title: |  | | | Unit/ Department: | | |  |
| Request Date: |  | | | | Travel Date(s): |  | |
| Conference/Event: |  | | | | Location(s): |  | |
| Travel Purpose: |  | | | | | | |
| How does this travel benefit USC or your unit/department? | | |  | | | | |
| Is there an online option? If so, what is the advantage of attending the physical event? | | |  | | | | |
| Presentation Title (if applicable): | |  | | | | | |
| Presentation Abstract (if applicable): | |  | | | | | |

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| --- | --- | --- |
| **Expense** | **Estimate** | **Expense Notes** *(identify which expenses and how much will be covered externally)* |
| Registration: | $ |  |
| Airfare: | $ |  |
| Hotel: | $ |  |
| Transportation: | $ |  |
| Meals: | $ | Receipts must be attached |
| Other | $ |  |
| Total Cost: | $ |  |

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| **APPROVAL INFORMATION** |

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|  | **Name** | **Signature** | **Date** |
| Requested by: |  |  |  |
| Director: |  |  |  |
| Associate CIO: |  |  |  |
| CIO: | Douglas Shook |  |  |