PLANNING TRAVEL FOR SPONSORED RESEARCH?

HERE’S A CHECKLIST

PLANNING YOUR TRIP

☐ Book all flights on American carriers through USC’s travel system, Concur
  In accordance with the Fly America Act, travel reimbursed with federal funds must be booked with US carriers

☐ Demonstrate lowest fare
  When mixing business with personal travel, secure a flight quote at the time of booking to demonstrate and document that the lowest fare was charged if travel had been strictly for business purposes

☐ Flight Upgrades
  Book the lowest economy fare that includes seat assignment, carry-on luggage, and allows itinerary changes in the fare price

☐ Secure conference and collaboration documentation
  Include conference or workshop agendas and names and dates of collaborative efforts pertaining to the purpose of the grant

ON THE ROAD

☐ Collect receipts when traveling
  This includes meals, transportation, hotel portfolios, and incidentals

SUBMITTING FOR REIMBURSEMENT

☐ Articulate benefit to the project charged in the Business Purpose
  This includes dates of travel and per diems charged, names and dates of collaboration efforts, and names and dates of conferences

☐ Specify dates attributed to business and personal travel in the Business Purpose
  When mixing business with personal travel, do not include charges or per diems incurred on personal travel days

☐ Charge actual lodging and actual meal expenses
  Reimbursements for lodging and meal expenses should be charged in accordance with the USC Travel Expenditures Policy and the applicable sponsored contract or grant

☐ Submit reimbursement requests within 60 days from the return travel date
  To qualify as non-taxable income, expense reimbursements must be submitted within 60 calendar days of the trip return date (travel) or the expense transaction date (non-travel)

Need more help? Contact the Office of Culture, Ethics and Compliance at compliance@usc.edu or 213.740.8258 for more information