



# 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)*