

Travel Reimbursement Information for Students

General Reimbursement:

- To get reimbursed for **general** expenses, complete the **Student Reimbursement Form**.

Planning Upcoming Travel?

- Submit the following forms depending on your trip:
 - **Form 27: Contract for Summer Research/Field Practicum** (applicable research/practicum travel)
 - **Form 29: Request for Conference/Research Travel** (applicable for conferences/research)

Once these forms have been completed and signed, please ensure a copy is given to the Graduate Coordinator.

Important Notes:

- Reimbursement processing takes several weeks.
- You must submit your receipts within 7 days of returning from travel to receive reimbursement after your trip.
- Meals are reimbursed based on the university's **Meals per Diem chart**.

Need Money Upfront?

- For travel advances (up to 70% of lodging/meals), complete the **Travel Advance Form** 10 days before your trip. **Note:** This option is unavailable after departure.

Transportation:

- The university prioritizes the most cost-effective option.
 - Driving: Mileage reimbursement is offered (current rate: \$0.70 per mile)*.
 - Flying: ***If a round-trip flight costs less than your mileage reimbursement, you will be reimbursed for the flight cost.**

Example:

- Mileage for a 1,000-mile round trip = \$700 (\$0.70 x 1,000 miles)
- Round-trip flight cost = \$239
 - In this case, you would be reimbursed \$239 (flight cost) instead of \$700 (mileage).

Remember:

- Plan ahead and submit forms on time.
- Keep your receipts for reimbursement.
- Choose the most cost-effective travel option.
- Questions? Contact the Business Manager at jenniferkenne@sc.edu or (803) 777-9604.