

Travel Reimbursement Submission Instructions

Please pay for your travel costs upfront and submit your reimbursement request to Erika Tan within **30 days** of your return from the conference.

When submitting your reimbursement request, please follow the instructions below:

- Complete the **Travel Expense Report**
 - o You do not need to fill in the *account#* or *check request#*
 - o Print your **current mailing address** anywhere on the form that it fits
 - o Sign and date at the bottom as the “reimbursee”
 - o Registration fees, parking, and posters can be listed under “incidentals”
 - o **ALL receipts must be submitted, regardless of the amount.**
- **Tape (DO NOT STAPLE)** all small receipts to 8.5”x11” pieces of scratch paper so that they can be fed through a scanner (**again, please do not use staples**)
 - o Receipts **must include form of payment** (e.g. credit card, “xxxx VISA”)
 - o Multiple receipts can be taped to one piece of scratch paper (**make sure that they do not overlap**)
 - o If you paid in cash and it is not noted on the receipt, please make a note on or next to the receipt
- Airline receipts **must include dates and cities of travel, your name, and form of payment** (e.g. credit card, “xxxx VISA”)
- **Hotel bills must be itemized** by room rate and tax, and should include **your** name and **form of payment** (e.g. credit card, “xxxx VISA”)
 - o Feel free to contact me if you have specific questions regarding your hotel arrangements.
- **If any of your receipts do not include form of payment, please also submit your credit card statement showing the charge or note that it was paid in cash.**

If you have receipts totaling more than your approved budget, it is best to turn them all in, just in case one or more of your receipts do not provide a sufficient amount of information. If you have questions regarding a specific receipt or type of receipt, feel free to contact Erika Tan at erika.martin@chan.usc.edu or schedule a time to stop by her office in CHP 100.