

## Division of Financial and Business Services TRAVEL EXPENSE REPORT USC Mann Associated Student Pharmacists

- List each original receipt separately.
- Mount all receipts on 8.5” x 11” sheets of paper using clear adhesive tape.
- Tape the original conference name badge on a piece of paper.
- Provide the name of the company/business along with the item description and/or purpose.
- Provide a copy of your credit card statement; names on the company account must match the attendee’s name.
- Use a paperclip to attach all sheets of paper together; do not staple sheets together.
- It is advised to make a copy of this for your records before submission to the ASP Vice President of Professional Conferences.

***Incomplete and late forms are subject to delays, reduced reimbursement, and/or nonpayment.***

Date of Purchase	Description/Item	Allowable** Amount
	Meeting/Conference Registration; Organization	
	Transportation* method: personal vehicle / plane / train	
	Transportation* company:	
	Personal vehicle* mileage (0.54/mile): _____ miles <i>Attach a copy of Google Maps mileage confirmation from home address to Meeting/Conference venue</i>	
	Lodging* / Hotel Company: Number of Nights: Rate per Night:	
	Food* (Maximum is \$45.00/day; <i>no alcohol allowed</i> )	
	<i>Breakfast</i> <i>Lunch</i> <i>Dinner</i>	
	<b>Total Reimbursement:</b>	