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Policy for: All Campuses
Procedure for: USC Upstate
Authorized by:
Issued by:

I. Policy

<http://www.sc.edu/policies/busf100.pdf>

II. Procedure

All Faculty and Staff Travel guidelines are followed when traveling for official university business. The following policy is to serve as a guide for USC Upstate Faculty and Staff travel.

A. Permission to Travel

For all units under Academic Affairs, any request for permission to travel and estimated cost should be submitted to the Department Head and/or Dean and then sent to the Office of Academic Affairs at least (15) business days prior to the estimated travel date. If the form is submitted to the Office of Academic Affairs after the (15) business days prior to travel the request may be denied.

1. In the case that the Faculty or Staff is unable to submit the form in the proper time allotted, the Faculty or Staff member should contact the Office of Academic Affairs to notify of the reasons for non-compliance and document the reasons for non-compliance.

B. Travel Authorization

The Travel Authorization form is used as a tool to notify faculty/staff that the requesting travel is funded and approved. The (TA) Travel Authorization is completed after the faculty/ staff has received the approved permission to travel notice. The form should be signed by the dean/ department head and

Senior Vice Chancellor for Academic Affairs. Once this is completed the faculty/staff should obtain a (TRV) Travel Reimbursement Voucher.

C. Travel Reimbursement Voucher (TRV)

The Travel Reimbursement Voucher is the form that serves as the document ensuring that faculty/staff are reimbursed for university travel.

D. Travel Process

1. Complete Permission to travel form and have appropriate signatures and forward to the Office of Academic Affairs.
2. Once approved, prepare (TA) Travel Authorization and forward to the Office of Academic Affairs
3. Travel to destination
4. Return and complete and attach receipts if needed to (TRV) Travel Reimbursement Voucher and forward to Travel Office in Columbia.