Travel and Expense Procedures

Note: Information and contact names are subject to change, based on updates to University Travel & Expense procedures.

Travel & Expense
Learn how to plan, book, and request reimbursements for University expenses and business travel: [https://businessservices.usc.edu/travel/](https://businessservices.usc.edu/travel/)

Policies
Please read these policies as you prepare your budget and plan your trip and eventual reimbursement. It may help you to avoid being unpleasantly surprised when you later submit for reimbursement.

Payment Information Website: [https://businessservices.usc.edu/payments/](https://businessservices.usc.edu/payments/)

Administrator/Director Expenses
a. Lodging is actual cost only.
   - Per Diem is not allowed for lodging.
   - You are asked to please find lodging that is financially reasonable.
b. Incidental expenses such as taxi, fees, baggage, mail, and internet can be claimed for reimbursement with receipts.
   - Incidental expenses are not considered as part of Per Diem.
c. If preferred, Administrator/Director expenses (lodging, meals, travel, and incidentals) can be separated from program related costs and two separate Expense Reports can be submitted.

Third-Party Payments
a. Third-Party payments are not permissible and will not be reimbursed.
b. Payments for professional services may not be made directly from the Administrator/Director to the service provider. This is considered a third-party Payment and therefore not reimbursable.
c. If you are traveling in a developing country and you believe the need for an exception has arisen, contact Wendy Pederson prior to committing funds.

Travel Profile
Create a Travel Profile before booking travel.
- Travel & Expense page: [https://businessservices.usc.edu/travel/](https://businessservices.usc.edu/travel/)
- Click on Travel & Expense Portal (SAP Concur)
- Log-in using your Shibboleth password
- Click on Profile > Profile Settings. The Profile Options page appears.
- Select the appropriate options on the left side of the page.
- Be sure to “save” any changes/updates.

Duty of Care
For your safety while traveling: [https://procurement.usc.edu/travel/travel-safety/duty-of-care/](https://procurement.usc.edu/travel/travel-safety/duty-of-care/)

Assign a Delegate
If someone will be making travel arrangements and/or handling expenses on your behalf, be sure to assign a Request Delegate & Expense Delegate (can be the same person).

If you, as a Director, are handling your own Travel Requests and Expense Reports, you may want to work with your program administrator to determine if a Delegate should be assigned to Preview your Expense Reports for accuracy and compliance before you submit for payment.

Travel Request
The Travel Request creates a Request ID #, which is used for:
a. Travel/Trip Authorization (not currently required for this purpose)
b. Cash Advance Requests (aka Travel Advance)
c. To Pre-Pay Guest or Student Travel (airfare or rental car)

Travel Agency
a. Christopherson Business Travel (CBT) is USC’s preferred travel management company.
b. All international travel must be booked through CBT.
c. For Domestic Travel, you are welcome to book your own travel with your preferred vendor using your Travel Card or personal credit card.

Group Lodging and Transportation
a. The preferred method for booking group lodging and transportation is directly with CBT.
b. Group Lodging and Transportation reservations must be accompanied by an Agreement/Contract in order to secure proper insurance and security for USC travelers.
c. Agreements should be available from the Lodging and Transportation entity. USC does not provide a contract template for lodging or transportation agreements.
d. University Travel Management is the only authorized signer for agreements presented by a lodging or transportation entity.
e. When an agreement is not available, an explanation must be provided by the department to Travel Management. The explanation for lack of a contract is subject to Travel Management review prior to services being agreed upon, and can be rejected.
f. Transportation and Lodging Agreements (Contracts) are to be forwarded to trvlmgr@usc.edu. Please allow at least five (5) business days for review and signing.
g. Forward signed contract to Jim Manahan, Dornsife Business Office, for payment processing (jmanahan@college.usc.edu).

Student Travel
a. Students are encouraged to book travel directly with CBT by telephone, using their own credit card. Booking through CBT allows for “Duty of Care.” USC will know the whereabouts of the students during travel. The student should identify as traveling for a USC class.
b. If a student is a USC employee, they can log in to Concur to book travel. This ensures Duty of Care.
c. Students are required to provide their itinerary information to the director/administrator.
d. The director/administrator is to submit the Overseas Roster Spreadsheet, with the details of the student’s itinerary, to Wendy Pedersen.

First Class and Business Travel
If you find that you must travel First or Business Class, you must receive approval before booking your travel.

- Approval must be requested and approved prior to making reservations
- Submit request(s) to your assigned OPS Manager, who will request the Provost’s approval through the Dean’s Office.
- Maintain the email, as you will need to attach to your Expense Report.
- If prior approval is not obtained, you will only be reimbursed for an economy rate.

Expense Report for Reimbursement
- Travel & Expense page: https://businessservices.usc.edu/travel/
- Click on Travel & Expense Portal (SAP Concur)
- Log-in using your Shibboleth password
- Click on Expense > Create a New Report

Report Name/Identifier
The Report Name is the identifier and must begin with the following:
Program Abbreviation, Department, Course Number, Last Name of person being reimbursed.
Ex: PWP ENST 499 Ginsberg, xxx
     PWP ENST 499 Heidelberg, xxx
**Report Key**

Take note of the Report Key Number that is automatically assigned to the Expense Report. It, along with the Report Name, can be used for locating the report if needed at a future time. The Report Key is also used to identify the document on the ASR.

**Receipts**

a. Receipts are required for all reimbursement and Cash Advance settlement claims.
b. By using the Concur Mobile App for your phone, you can take a photo of your receipt and upload it to your Concur profile.
c. Receipts can also be scanned and uploaded.
d. Travel Card receipts are automatically uploaded to your Concur profile.
e. Receipts in foreign currency must be converted to US Currency using the currency converter available when adding a new expense to the report.

**Missing Receipts**

a. A Missing Receipt Affidavit is required for all expenses of $75 or more. If you do not have a receipt and cannot obtain one, create and submit a Missing Receipt Declaration on-line within the Expense Report.
b. Receipts are required for all housing/lodging expenses regardless of the amount. If you do not have a receipt, a Missing Receipt Declaration (MRD) Form must be filled out and attached. (As of the date on this document, Concur does not provide an option for creating housing/lodging MRDs through the Expense Report.) Currently, the form can be accessed through: https://procurement.usc.edu/travel/request-reimbursements/receipts/

data. Paying Non-USC Individuals

a. Non-USC individuals who are not currently set-up in Kuali as Disbursement Voucher (DV) vendors must be sent the invitation to complete the Supplier Application through Kuali EMarket. 30 days prior to the date of departure.
b. See USC Supplier Portal: https://businessservices.usc.edu/suppliers/ and click on Working with Suppliers.
c. Submit a New Supplier Request through Kuali E-Market.
   – This requires the payee’s full name, email, phone number, and physical address.

data. Cash Advances/Travel Advances

a. Requests for Cash Advances (aka travel advances) are submitted as part of the Travel Request.
b. The Cash Advance request must be submitted at least 15 business days prior to travel departure.
c. Cash Advances will not be issued more than ten (10) calendar days prior to the departure date of a trip or an event date.
d. Be sure to refer to the Maximum Rates before requesting the cash advance: https://businessservices.usc.edu/payments/
e. Cash Advances must be settled via Expense Report within 15 business days of trip return.

**Honorarium Payments to US Citizens and Foreign Individuals (service provided outside US)**

a. Payments to individuals require that the payee is set-up as a Disbursement Voucher (DV) Vendor in Kuali (University Financial System).
b. The individual must be sent an invitation to become a USC Supplier:
c. Submit a New Supplier Request through Kuali E-Market.
   – This requires the payee’s full name, email, phone number, and physical address.
d. See USC Supplier Portal: https://businessservices.usc.edu/suppliers/ and click on Working with Suppliers.

data. Honorarium Payments to Foreign Individuals (services provided within US)

a. Some Visas are not eligible for payment. Please check with your Dornsife Budget Technician to see if the Foreign Individual is eligible to receive an honorarium.
b. Required documents for payment processing include:
   1. Copy of Passport
2. Copy of Arrival Stamp
3. Non-Employee Short Term Visitor Questionnaire
4. Certificate of Academic Activity
5. Form 8233 Tax Treaty Application
   a) Contact your Dornsife Budget Technician for Treaty requirements, eligibility, and for additional documents depending on the recipient’s Visa type.
   b) Will require a Social Security or International Tax ID Number.
      If the payee has neither a SS nor an ITIN and is still within the United States, they must fill out the Glacier Application and apply for an ITIN with University Payroll Services (https://comptroller.usc.edu/payroll-services/).
   c) Payments are normally processed 2-3 months after payment submission with ITIN Application.
   d) Payment requests submitted without a Tax Treaty application result in a 30% tax withholding.

**International Wire Payments/Transfers**
https://procurement.usc.edu/payments/wire-transfers/
   a. All International Wire recipients must be set-up as a Supplier in Kuali.
   b. International Wire Payments for Tuition and Program Administration Fees are paid in Kuali through a Disbursement Voucher (DV).
   c. International Wire Payments for Group Block Lodging must be submitted through eMarket with a Purchase Order (PO). After creation of the Purchase Order, the Procurement Specialist will submit the invoice for payment.
   d. The timing of payments processed by USC Disbursement Control varies by country. No exact time table can be provided from the time of USC processing to when the bank of the recipient receives the payment.
   e. Disbursement Control provides confirmations of wire payments that can be used as proof of wire. This is particularly useful for the recipient to understand that payment is forthcoming.
   f. For a DV payment, fill out the Special Sessions Request Form and submit to your assigned Budget Technician.
   g. If a PO has been established, the Admin can email the invoice to Accounts Payable (acctspay@usc.edu) with “Wire Transfer” in the email subject line, and the PO number in the body of the email. Include a completed International Wire Transfer Request form. It can be found at: https://procurement.usc.edu/payments/wire-transfers/

**Payments to Universities for Tuition, Housing, and Program Fees**
   a. Fill out the Student Programs Request form and submit to your assigned Budget Technician.
   b. Contracts are required for payment of Tuition and Program Fees.
   c. The roster of participants must be included for all tuition payments.
   d. Requests for payments to Universities must include the full address, contact email, and US Federal Tax ID (if it is a US Institution).

If further resource information is required, contact Lynn Tamayo, Dornsife Business Office:
   tamayo@usc.edu 213-740-4312