

USC Dornsife

Center for International Studies

USC Guidelines for Reimbursements

The University of Southern California will reimburse for allowable, reasonable, properly substantiated expenses that are necessary and appropriate in the conduct of university business. A reasonable expense is ordinary and reflects a prudent decision to incur the expense on behalf of university business. Extreme or excessive expenses will not be reimbursed.

While no policy can address every situation, this document is intended to cover the most common business expense scenarios; where unusual circumstances arise, the spirit of this policy – along with good judgment – must prevail.

Submitting Receipts

All reimbursement forms must be accompanied by several documents including:

Receipts for all individual expenses and hotel folio charges regardless of the amount. If you don't have a receipt, submit a Missing Receipt Affidavit and form of payment (i.e. credit card statement).

Faculty, students, and guests should aim to submit reimbursement requests & receipts within **14 days** to be processed by the Business office and within **30 days** from the date of completion of their trip.

In order to comply with IRS guidelines regarding timely submission:

- Travel related expense reimbursements are treated as a non-taxable reimbursement when submitted within 60 calendar days of the trip return date and all other requirements of the university's business expense policies are met.
- Non-travel related expense reimbursements are treated as a non-taxable reimbursement when submitted within 60 calendar days of the transaction date and all other requirements of the university's business expense policies are met.

Meals

Payments and reimbursements for business meals, including meals incurred while traveling on university business, will be processed up to the following limits: Breakfast \$20 per person, including tax and tip; Lunch \$35 per person, including tax and tip; Dinner \$50 per person, including tax and tip. As a general rule, tips should not exceed 20% of the bill.

Personal travel and expenses

USC reimburses for necessary and reasonable approved expenses they incur in the conduct of university business. USC does not reimburse for personal expenses.