

DORNSIFE PREAPPROVAL please complete items (a-d)

Dornsife preapproval will be submitted by the department. All students must receive Dornsife preapproval in order to be eligible for any reimbursement (though preapproval is not a guarantee of reimbursement).

a) Travel Activities Not Permitted include:

The following are not eligible for reimbursement using university funds:

- General attendance at conferences without an invited role or formal assignment
- Participation in conferences where equivalent virtual alternatives exist
- Unfunded or exploratory research collaboration travel
- Self-selected or optional professional development that can be reasonably deferred (Summer school for graduate students is not excluded by this policy. It is considered non-optional.)

I confirm that my travel plans do not fall under any of the travel activities that are not permitted.

b) Permitted Travel Activities include:

To be eligible for expense reimbursement or to settle travel card charges, travel must serve a documented university purpose and meet one or more of the following criteria. Select all that apply:

- Required for grant or contract obligations, including project meetings or sponsor mandated presentations
- Formal invited role at a conference (e.g., speaker, presenter, panelist, moderator, conference organizer)
- Essential professional development, if aligned with unit priorities and with strong justification (ex: field work, summer school)
- Externally funded by a sponsor, grant, or donor gift explicitly supporting the travel

d) Please type the following information into the box below (include italicized text below in the box):

Your name and USC email address: _____

Business purpose: _____ (e.g. "give a talk/poster presentation at academic conference on xxxx topic. This is relevant for my research on xxxx.")

Title of your talk/poster: _____

Name of Conference and Location: _____ in _____

Dates of the conference: _____ to _____

The dates of your travel to and from Los Angeles: _____ to _____

Estimated travel cost: ____ (TOTAL from pg. 1)

d) Please Note the Additional Guidance and Points of Emphasis

- Extended personal stays must be clearly documented, and only the business portion will be reimbursed.
- Please note that a comparable flight itinerary collected at the time of booking and excluding personal travel must be attached to your expense report in USC's Travel and Expense portal.
- Mileage reimbursement must reflect the correct starting point (office vs. home) based on weekday or weekend travel.
- Travel class is limited to coach; upgrades are not reimbursable unless pre-approved with documented business justification.
- Read the full policy here >> <https://policy.usc.edu/travel-expenditures-supplemental-policy/>

I confirm that I will comply with this guidance.

FOR FIELD RESEARCH TRAVEL only, please complete (e-h) below:

e) The Student should provide a brief DESCRIPTION OF THE RESEARCH ACTIVITY to be conducted in the field. The description should make it clear why travel is required.

f) From the Student: Have RESEARCH PARTICIPANTS (e.g. language consultants or experiment participants) already been contacted? Provide a brief description of the communication between you and the research participant(s).

g) From the Student: Do you anticipate difficulty ACQUIRING RECEIPTS for lodging, meals, or research participant expenses? If so, please provide a brief description of the situation.

h) The Advisor should provide a brief STATEMENT OF THE RELEVANCE OF THE RESEARCH to be conducted to the student's research program.

FOR SUMMER SCHOOLS only, please complete (i) below:

i) The Advisor should provide a brief STATEMENT OF THE RELEVANCE OF THE SUMMER SCHOOL to the student's research program.