

MEPC & MFC

Customer Discovery Reimbursement Procedures

Please contact Annie Yu with any questions or for submittal of any documents
annhuayu@usc.edu.

Reimbursements:

Receipts are required for any reimbursements. The receipt can be e-mailed to annhuayu@usc.edu or physically delivered to EEB 300. A credit card statement will not suffice as a receipt.

A receipt needs to show:

- merchant name
- form of payment
- amount of charge
- date of charge
- tax & delivery charges
- item purchased.

* The University strongly encourages signing up for **direct deposit**. If you do not have direct deposit for reimbursements, complete the attached direct deposit form and return as instructed on the form. If you're not sure whether or not you have direct deposit, please ask.

Reimbursements are now electronic. When necessary, you will receive an e-mail from Kualu letting you know that you have a DV or DVQE in your Action List for approval. Follow the directions in the e-mail to sign into Kualu and approve the expense report. Your reimbursement request will then route to other administrators for approval.

Travel:

Before arranging travel, please be aware of some important USC business travel guidelines. USC recommends minimizing use of personal funds as much as possible so whenever available, please **use a contract travel agency**. Please see further details below regarding travel. Do not purchase travel insurance; it will not be reimbursed.

Contact info for USC's travel agencies can be found

here: <http://procurement.usc.edu/travel/agencies/>

(USC login may be required to access the above link)

Travel reimbursement requests should include a completed Travel Expense Report (see attached) e-mailed to annhuayu@usc.edu, mailed to mail code 2563, or delivered to EEB 300.

Air travel (flight reservations) –

You must purchase flights from a US carrier (United, Continental, Delta, etc.), even for international travel unless you can show that there are no US carriers to that destination, or using a US carrier would extend your travel by at least 24 hrs more than by a foreign carrier. For example, this means you can be on a Lufthansa flight but must purchase/reserve through United, a Lufthansa codeshare partner, even if the price is higher. A lower price is not an acceptable reason to fly on a non-US carrier. For best results, **please use one of USC's contract travel**

MEPC & MFC

Customer Discovery Reimbursement Procedures

agencies such as STA Travel and mention that you are traveling on a government sponsored project.

If using a contract travel agency, please send the selected itinerary to annhuayu@usc.edu and she will pay for the reservation directly. Please let me know in advance.

Rental cars

– USC has contract rates with Hertz, National, and Enterprise, which may be lower than publicly offered rates. You are highly encouraged to rent from either one of these companies to take advantage of USC's contract benefits such as insurance. Reserving your rental through one of the contract travel agencies is preferred.

When traveling on university business, you are covered by USC's self-insurance policies on vehicle rentals. **Do NOT purchase insurance** (LDW/CDW) from any car rental company; it will not be reimbursed.

Rental car info: <http://procurement.usc.edu/travel/rental-cars/>

(USC login may be required to access the above link)

If using a contract travel agency, please send the reservation info to annhuayu@usc.edu, and I will pay for the reservation directly. Please let me know in advance.

Registration

– If you are attending an event (conference, workshop, etc.) and need to register in advance, please send the registration URL and any necessary information to fill in the registration fields to annhuayu@usc.edu with the business purpose, and she will pay for the registration directly. Please let me know at least a few days in advance of the registration deadline.

Meals

– You may submit individual meal receipts for reimbursement or opt for the daily meal allowance. The daily domestic meal allowance is **\$46/day** without receipts. International meal allowance is based on the State Department's established rate for the city/region. You may not claim a combination of meal allowance and actual meal receipts.

Lodging

– Without receipts, the domestic per diem for lodging and meals combined is \$140/day. International rates are established by the State Department for the city/region. If the lodging expense includes lodging for more than yourself, please include the other guest's name and purpose.

Proof of travel

– You must show proof of travel when requesting meal allowances or per diem for a trip. You can submit boarding passes or a lodging/hotel receipt.

Taxis, ground transportation

MEPC & MFC

Customer Discovery Reimbursement Procedures

– If you are not offered a receipt, please request one from taxi drivers. Try as best as you can to obtain a receipt for public transit fares paid. You are expected to take all possible measures to obtain receipts before requesting reimbursement for a missing receipt expense.

Gas and personal vehicles

– Gas/fuel purchases will be reimbursed only for rental cars. Personal vehicle usage will be reimbursed based on the mileage at USC's published rate (currently \$0.575 per mile). When requesting mileage, provide the addresses of both origin and destination and the date of the trip.

Travel Insurance

– If you make travel arrangements according to USC policy and its contract vendors, you are covered by USC's self-insurance on its business travelers. Do not purchase travel insurance; it will not be reimbursed.

Foreign currency

– Receipts in foreign currencies will be paid according to the historical exchange rate for the date of purchase. If the purchase was made by credit card, you may submit the credit card statement with the corresponding transaction to be reimbursed the actual charged amount.

Please click the links below to download the following if needed:

- [Travel Expense Form](#)
- [Direct Deposit Form](#)