University of South Carolina
Study**Abroad**
Global Education Programs: Study, Intern, Research & Service

PL # _____

USC GLOBAL CLASSROOM PROGRAMS – PROGRAM LEADER EXPENSE FORM

Faculty leader and program assistant (hereafter referred to collectively as "Program Leader") travel associated with the delivery of a Global Classroom program is not considered University "travel" but the "delivery of academic content abroad." Therefore, all program leader personal travel expenses associated with Global Classroom programs must be processed and approved by the Purchasing Department by using this Program Leader Expense Form. **Pre-Travel:** Program leaders should complete the Program Leader Expense Form and submit to the Provost's Office prior to travel for planning purposes and in order to receive a PL #.

Post-Travel: program leaders must resubmit this form with receipts for reimbursement of personal expenses, along with a DEV documenting expenses, to the Purchasing Department. A separate DEV for any group expenses must also be submitted to Purchasing.

Name: _____ VIP ID: _____ Date of Request: _____

College/School: _____

Academic Department Code (e.g. *FREN*): _____ Program Course Designator (e.g. *350*): _____

Destination(s) (e.g. City[s] & Country[s]): _____

SECTION I—Transportation, Meals, Lodging													
Date (m/dd/yy)	From	Depart Time	To	Arrival Time	Airfare	Automobile			Meals*			Lodging	Total Per Day
						Miles	Rate	Amount	B	L	D		
								$ 0.00					$ 0.00
								$ 0.00					$ 0.00
								$ 0.00					$ 0.00
								$ 0.00					$ 0.00
								$ 0.00					$ 0.00
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								$ 0.00					$ 0.00
								$ 0.00					$ 0.00
								$ 0.00					$ 0.00
								$ 0.00					$ 0.00
Section I Totals					$ 0.00			$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

To calculate the per diem rate for international travel:

1. Go to http://aoprals.state.gov/web920/per_diem.asp (Department of State website).
2. Choose the appropriate country from the drop-down menu. Then choose the city you will be visiting and note the "M & IE Rate" figure. If the city is not listed, use the figure for "Other."

(Continued on next page)

3. Go to http://aoprals.state.gov/content.asp?content_id=114&menu_id=92. Look up the "M & IE Rate" figure from previous page. The first three columns will list the individual breakfast, lunch, and dinner rates. Use these figures to calculate the total per diem amount, then list the total amount in the column above. This will be the total, maximum allowable amount that can be claimed for meals each day.
4. Repeat this process for all city/country combinations visited during the program, listing them date above.
5. **Note:** Since actual expenses may be significantly less than the per diem rates provided by the Department of State, it is recommended that program leaders record actual costs during travel and claim those expenses upon return.

***Maximum amount for meals eligible for reimbursement is based on the following schedule:**

	Departure	Return
Breakfast	Before 6:30am	After 11:00am
Lunch	Before 11:00am	After 1:30pm
Dinner	Before 5:15pm	After 8:30pm

SECTION II – Other Expenses (taxi, phone, internet, airport parking, ATM fees, currency fees, etc.)		
Date	Description of Expense	Amount
Section II Total		$ 0.00

Section I Total $ 0.00 **+ Section II Total** $ 0.00 **= Grand Total** $ 0.00

Departmental Account to be charged: _____

Departmental Business Manager Name: _____ **Phone Number:** _____

I attest that the expenses listed above are reasonable and I approve them for planning/reimbursement purposes:

Signature: _____ Date: _____

Name (Dept. Chair/Director/Dean, printed): _____ Phone Number: _____

Title: _____ Email: _____

Provost's Office Approval:

Signature: _____ Date: _____

Name (printed): _____ Phone Number: _____