Instructions for Travel Expense Report:

The maximum reimbursement rate for the Workshop on Transactional Emotions will be $1,200 for international attendees and $900 for domestic attendees, regardless of the value of receipts turned in. All receipts must be original, and include the total cost of the item.

Please type out your expense report! Hand written reports will not be accepted.

All amounts claimed (parking, hotel, coach-fare based flight) will be put under the “Amount” column. G/U (government unallowable) amounts ARE NOT reimbursable. Government unallowable amounts include first- or business-class travel, entertainment costs and alcohol.

Department: ICT
Account#: 53-0821-0134
Destination: Marina del Rey, CA
Period Covered: October 26-28, 2007
Business Purpose: To attend the Transactional Emotions Workshop

I. Incidents include parking, business phone & internet calls from your hotel

II. Transportation

a) For domestic and international travelers, this includes COACH equivalent airfare on a US carrier, and taxi/shuttle costs. If your boarding passes are still available, please turn them in as well.

b) For local attendees, please include round trip mileage for October 26, 27 and 28. Current reimbursement rate is .48/mile, and printing out Internet-based directions will prove mileage.

III. Food and Lodging

a) Section A. Actual Lodging and Meal Expenses: Lodging
   Please only report your nightly room rate + taxes. We will only reimburse hotel stays inclusive check-in Thursday, 10/25- checkout Sunday, 10/28. Minibar costs, hotel movies & entertainment on your hotel folio are not allowable.

b) Section A. Actual Lodging and Meal Expenses: Meals
   Since we are providing your meals for your Fri-Sun, the only allowable meals will be one Dinner on Thursday, 10/25 and one Dinner on Sunday, 10/28. If claiming, please include itemized meal receipt + credit card slip. We will NOT accept receipts that only reflect the total cost of the meal.

c) Section B. Actual Lodging and Meal Allowance
   Please disregard section

d) Section C. Per Diem (Proof of Travel Required)
   Please disregard section.

Identify Other Funding Sources: please disregard

Complete expense reports and reimbursements should be mailed to:

USC-ICT
atttn: Jack Mondenodo
13274 Fiji Way
Marina del Rey, CA 90292
Claims must be received by November 15, 2007!

Any questions or comments can be directed to Jack @ 310-448-5308, or via email, mondonedo@ict.usc.edu