

Instructions for Travel Expense Report:

The maximum reimbursement rate for the Virtual Humans Toolkit Workshop will be \$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#: leave blank

Destination: Marina del Rey, CA

Period Covered: September 24-26, 2008

Business Purpose: To attend the Virtual Humans Toolkit Workshop

I. Incidentals 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 September 24, 25th and 26th. Current reimbursement rate is .58/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. 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 Wednesday - Friday, the only allowable meals will be one Dinner on Tuesday, 9/23. Other meal expenses incurred during travel to and from the workshop will be subject to review by ICT's Business Office. 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 receipts should be mailed to:

USC-ICT
Attn: Eric Reese
13274 Fiji Way
Marina del Rey, CA 90292