

CLEMSON UNIVERSITY
College of Agriculture, Forestry & Life Sciences
In-State and Out-of-State
REQUEST TO TRAVEL

<i>Personal Information</i>		
Traveler Name & Title		
Department Name		
Today's Date		
<i>Travel Information</i>		
Travel Destination		
Proposed Dates of Trip		
Detailed Purpose of Trip (Attach Additional Information as Necessary)		
<i>Funding</i>		
Travel Expenses	Estimated Amount	CUBS 23 Digit Account Number
Registration		
Airfare		
Lodging		
Meals		
Rental Car		
Personal Auto		
Other Miscellaneous Expenses		

I certify that travel expenses reimbursed from outside parties will not be submitted to Clemson University for reimbursement.

REQUESTED BY: _____
 Traveler

APPROVED BY: _____
 Supervisor

APPROVED BY: _____
 Department Chair (CAFLS Dean/designee required for Department Chair's Travel)

NOTE: Check applicable President's travel purpose guideline below:

- | | |
|--|--|
| <input type="checkbox"/> To raise funds from private donors (ex: deliver a proposal to a donor)
<input type="checkbox"/> To gain support for a research and/or scholarship grant
<input type="checkbox"/> Carry out obligations as an officer in a professional organization or on an editorial board
<input type="checkbox"/> Attend meetings/functions to recruit students or faculty | <input type="checkbox"/> Accompany students on field trips, competitions, study abroad or other activities that add significant value to a student's education
<input type="checkbox"/> Represent Clemson University at a trade show/exhibit or performance
<input type="checkbox"/> Present research in a peer-review competition or by invitation
<input type="checkbox"/> Engage in approved professional development activities |
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If guidelines above are not applicable for travel purpose, then the travel requires VP approval before making any travel arrangements or paying any registration fees.