

CLEMSON UNIVERSITY

Authorization for Official International Travel

(Required for travel outside the United States and Puerto Rico)

THIS FORM, INCLUDING ALL NECESSARY APPROVALS, MUST BE COMPLETED PRIOR TO PURCHASE OF TICKETS OR ANY OTHER PRE-TRAVEL EXPENSES IN ORDER TO OBTAIN REIMBURSEMENT.

DATE: _____

I hereby request authority for travel on official business for Clemson University to the destination(s), on the dates, and for the purposes indicated below:

DESTINATION ADDRESS: _____

If you have teaching responsibilities during travel dates, using a separate page please provide documentation on how these will be handled/covered.

Dept. Chair
Initials Required

DEPARTURE DATE: _____

RETURN DATE: _____

NAME OF TRAVELER _____

SIGNATURE OF TRAVELER _____ DATE _____

TITLE _____

SIGNATURE OF PRINCIPAL INVESTIGATOR _____ DATE _____

DEPARTMENT _____

Will you be taking, shipping, or sharing information, materials, or technology (including computers or equipment)?

_____ Yes _____ No

PURPOSE OF TRIP:

- _____ Attending meeting
- _____ Presenting at meeting
- _____ Collaboration
- _____ Study abroad trip with students
- _____ Other (provide details below)

ACADEMIC AND ADMINISTRATIVE APPROVALS:

DEPARTMENT CHAIR/DIRECTOR _____ DATE _____

COLLEGE/DIVISION ACCOUNTANT _____ DATE _____

DEAN _____ DATE _____

VICE PRESIDENT (Required for Fund 10, 11, 12, and 17) _____ DATE _____

PROVOST (Required for Deans and Provost's Staff) _____ DATE _____

EXPORT CONTROL OFFICER (required for all fund groups) _____ DATE _____

COMPLETE 23 DIGIT PROJECT NUMBER(S):

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

Complete this section upon return and submit form with travel voucher

Actual Cost of Trip
(including prepayments)

Airfare	\$	_____
Meals	\$	_____
Lodging	\$	_____
Registration	\$	_____
Other Costs	\$	_____
Total Costs	\$	_____

All appropriate signatures must be obtained prior to sending to GCA.

NOTE: International travel may require prior written approval from the sponsor. Traveler should ensure all approvals are obtained prior to incurring costs.

APPROVAL BY GRANTS AND
 CONTRACTS ADMINISTRATION (GCA)
 (only when a "Fund 20" sponsored project is charged)