# 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:

DEPARTURE DATE: ____________________ RETURN DATE: ____________________

NAME OF TRAVELER

TITLE

DEPARTMENT

SIGNATURE OF TRAVELER DATE

SIGNATURE OF PRINCIPAL INVESTIGATOR DATE

PURPOSE OF TRIP:

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

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 | $ ________ |

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

☐ Yes ☐ No

**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

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

NOTE: Foreign 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)

GRANTS AND CONTRACTS ADMINISTRATION DATE

Revised October 2015