

CLEMSON UNIVERSITY

Authorization for Official Foreign Travel

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

THIS FORM, INCLUDING ALL NECESSARY APPROVALS, MUST BE COMPLETED PRIOR TO PURCHASE OF TICKETS AND TRAVEL 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: _____

PURPOSE OF TRIP:

- _____ Attending meeting
- _____ Presenting at meeting
- _____ Collaboration
- _____ Other

DEPARTURE DATE _____

RETURN DATE _____

NAME OF TRAVELER _____

SIGNATURE OF TRAVELER _____ DATE _____

TITLE _____

SIGNATURE OF PRINCIPAL INVESTIGATOR _____ DATE _____

DEPARTMENT _____

COMPLETE 23 DIGIT PROJECT NUMBER(S):

_____	\$
_____	\$
_____	\$

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 _____

PRESIDENT (Required for Administrative Council) _____ 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.

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	\$ _____

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

GRANTS AND CONTRACTS ADMINISTRATION _____ DATE _____