

Environmental Engineering and Earth Sciences

VISA FORM

Date:	
Employee/Student:	
Account Number:	
Total Cost:	

Maximum charge allowed is \$2,500.

☐ Travel

☐ Supplies/Other

Purpose of Charge:

Destination:

Dates of Travel:

Vendor:

Purpose:

****ONLY** airline tickets, train tickets plus baggage fees if purchased with ticket, and rental cars can be charged to CU Visa/P-card for employees. Student group travel expenses may be paid in full with the CU Visa including those of the employee chaperone(s). [Purchasing Card Policies and Procedures](#)

Comments:

Purchaser Signature

PI Signature

Dept Chair Signature

Print Form

*Submit to Claire Hallancia at challan@clemson.edu with all paid receipts attached.