

# 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 \_\_\_\_\_

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)?

PURPOSE OF TRIP:

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

\_\_\_\_\_ 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 \_\_\_\_\_

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	\$	_____
<b>Total Costs</b>	<b>\$</b>	<b>_____</b>

**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)