

Note: This request must be submitted and approved prior to contemplated trip. The approved request must be maintained in the home department.

Date: _____
 Name: _____
 Destination: _____
 Mode of Travel: _____
 Leave Date: _____
 Return Date: _____
 Purpose of Trip:

Source of Funds

_____	\$	_____
Account Number		
_____	\$	_____
Account Number		
_____	\$	_____
Account Number		
_____	\$	_____
Account Number		
Estimated Total:	\$	_____

Estimated Breakdown of Expenses

Lodging	\$	_____
Airfare	\$	_____
Meals	\$	_____
Registration	\$	_____
Local		_____
Transportation	\$	_____
Miscellaneous	\$	_____

_____	Traveler
Date	
_____	Project Director (if applicable)
Date	
_____	Department Head
Date	

1. Definition of Travel

Official: Travel which is essential to transacting official business of the University. The objective of travel must be important enough to justify the time of the staff member and the travel expense. In each case, the travel shall be performed by the most practicable and economical means with due consideration to the time and expense involved and to the mission to be accomplished.

Personal: Travel for any reason other than official.

2. Authorization for travel at University Expense

Individuals traveling on University business should do so only after prior approval from their department heads. Travel outside of the U.S. except Canada and Puerto Rico, requires the completion of Standard Form 7 and will require prior approval of the Provost or Vice President.

Hotel/Motel Accomodations:

Confirmation Number:

Telephone Number(s) While Away:

How Teaching Load Will Be Handled:

For further guidance on travel, please refer to the Clemson University TRAVEL POLICY-An Employee's Travel Guide

Comments: