

COLLEGE OF ENGINEERING & SCIENCE REQUEST TO TRAVEL WITHIN THE UNITED STATES

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 #

_____ \$ _____

Account #

_____ \$ _____

Account #

ESTIMATED TOTAL \$ _____

ESTIMATED BREAKDOWN OF EXPENSES*

Lodging	\$ _____
Air Fare	\$ _____
Meals	\$ _____
Registration	\$ _____
Local Transportation	\$ _____
Miscellaneous	\$ _____

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.

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 Accommodations:*

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. Also see Travel Services @ <http://hubcap.clemson.edu/amex/travel.htm>

DATE _____ TRAVELER _____

DATE _____ PROJECT DIRECTOR (if applicable) _____

DATE _____ DEPARTMENT HEAD _____

COMMENTS: