

Group Qualification – Applies to 10 or more travelers <span style="color: red;">* Indicates Required Field</span>	
*DATE REQUESTED:	Study Abroad <input type="checkbox"/> Research <input type="checkbox"/> Student <input type="checkbox"/> Other <input type="checkbox"/>
All Travelers departing/arriving in same destination	YES <input type="checkbox"/>
All Travelers departing various cities to one destination	YES <input type="checkbox"/>
CBT booking the following:	Air <input type="checkbox"/> Hotel <input type="checkbox"/> Car <input type="checkbox"/> Bus/Charter <input type="checkbox"/> Ground Transport <input type="checkbox"/> Other <input type="checkbox"/> Specify:
Requestor Contact Information	
*University Name	CLEMSON UNIVERSITY
*Group Sponsor First and Last Name	
*Email Address/Phone number	
CC: Email Address/Phone number	
*Name of the GROUP	
*Department Name/Department #	
Group Code for reporting (if required)	
Accounting Codes (if required)	
*Travel Authorization	NO <input type="checkbox"/> YES <input type="checkbox"/> TA # if required
*Is this Grant Funded?	NO <input type="checkbox"/> YES <input type="checkbox"/> Justification if required
Additional information	
Travel Information	
Attendee List Attached?	NO <input type="checkbox"/> YES <input type="checkbox"/> If YES, please <u>verify</u> legal name on government ID
*Number of Travelers	*Form of Payment
*Departure Date	*Return Date
Air Travel Information	
Option 1: Departure City/Arrival City	Option 2: Departure City/Arrival City
Car/Bus/Van Information and Tour Guides	
Tour Guides Needed	Car/Bus/Van Information - Size
Hotel Information - Group contract is 10 + rooms (individual policies vary) <span style="color: red;">** If multiple hotels are requested please list **</span>	
Preferred Hotel/Location/Star Ratings	

Number of Single/Double/Triple/Quad Rooms	
Rates to Include	Breakfast <input type="checkbox"/> VAT <input type="checkbox"/> Taxes <input type="checkbox"/> WIFI <input type="checkbox"/> Other <input type="checkbox"/>
List any additional meeting space/food & beverage needs	
<b>Policy Exceptions</b>	
<b>Additional Requests/Information</b>	

**\*\*Additional fees or research deposit may apply\*\***

Form Revised 04/11/2016