



TRAVEL REQUEST FORM

FOR DOMESTIC TRAVEL ONLY

PRTM

Leisure Skills

Summer Scholars

OLLI

Requested By: _____ Email: _____ EMPLID: _____

Destination: _____ Departure: _____ Return: _____

Reason for Travel: _____

Class arrangements: _____

Estimated Expenses

Registration Fee: _____
 Airfare: _____
 Lodging: _____
 Meals: _____
 Mileage (.625/mile): _____
 Other: _____

***PLEASE NOTE THE DEPARTMENT P-CARD IS RECOMMENDED FOR REGISTRATION FEES AND AIRFARE. PLEASE WORK WITH YOUR ADMINISTRATIVE COORDINATOR FOR THESE PURCHASES. PLEASE SUBMIT REMAINING EXPENSES FOR REIMBURSEMENT AFTER TRAVEL HAS BEEN COMPLETED.**

Estimated Total Amount: _____

Account Type: _____ Project Number: _____

Comments: _____

*I certify that travel expenses reimbursed from outside parties will not be submitted to Clemson University for reimbursement. I understand that reimbursement is contingent upon funds allocated for travel each year for departmental travel.

Requester: _____

Chair/Director _____

Business Office: _____

PI: _____