

**College of Engineering, Computing and  
Applied Sciences**

**REQUEST TO TRAVEL WITHIN US**

**NOTE:** Form must be completed and approved prior to making any travel plans (charges on P-card, reimbursements, etc)

Name: \_\_\_\_\_ Purpose of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Account #: \_\_\_\_\_

Leave Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Faculty/Staff: \_\_\_\_\_ Student: \_\_\_\_\_

How will Teaching load be handled while away:

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

**Expense Breakdown**

	Total	VISA	NOTES:
Lodging:	_____	_____	_____
Airfare:	_____	YES NO	_____
Registration:	_____	YES NO	_____
Other:	_____	_____	_____

**Contact Information**

Hotel \_\_\_\_\_  
Hotel Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

**Approvals**

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

**Routing:** Submit completed form to departmental financial staff to file.

**Once approved, a complete itinerary must be submitted no later than 10 days prior to travel to [clemsontravel@clermson.edu](mailto:clemsontravel@clermson.edu).**

For international travel use the following document:

<http://www.clemson.edu/cecas/departments/bioe/images/forms/foreigntravel2015.pdf>

Further travel information: <http://www.clemson.edu/procurement/travel/>