CLEMSON UNIVERSITY

Authorization for Official Foreign Travel

(Required for travel outside the United States, Canada, and Puerto Rico)

THIS FORM, INCLUDING ALL NECESSARY APPROVALS, MUST BE COMPLETED PRIOR TO PURCHASE OF TICKETS OR ANY OTHER PRE-TRAVEL EXPENSES IN ORDER TO OBTAIN REIMBURSEMENT.

DATE:

I hereby request authority for travel on official busin and for the purposes indicated below:	ness for Clemson University to the destination(s), on the d	lates,
DESTINATION ADDRESS:		
DEPARTURE DATE:	RETURN DATE:	
NAME OF TRAVELER	SIGNATURE OF TRAVELER	DATE
TITLE	SIGNATURE OF PRINCIPAL INVESTIGATOR	DATE
DEPARTMENT	Will you be taking, shipping, or sharing information or technology (including computers or equipment)?	, materials,
PURPOSE OF TRIP:		No
Attending meeting Presenting at meeting Collaboration	ACADEMIC AND ADMINISTRATIVE APPROVALS:	
Study abroad trip with students Other (provide details below)	DEPARTMENT CHAIR/DIRECTOR	DATE
	COLLEGE/DIVISION ACCOUNTANT	DATE
	DEAN	DATE
COMBLETE 22 DICHT BROJECT NUMBER(S).	VICE PRESIDENT (Required for Fund 10, 11, 12, and 17)	DATE
COMPLETE 23 DIGIT PROJECT NUMBER(S): \$ \$	PROVOST (Required for Deans and Provost's Staff)	DATE
\$	EXPORT CONTROL OFFICER (required for all fund groups	b) DATE
Complete this section upon return and submit form with travel voucher	All appropriate signatures must be obtained prior to sending to GCA.	
Actual Cost of Trip (including prepayments) Airfare \$	NOTE: Foreign travel may require prior written approval from the sponsor. Traveler should ensure all approvals are obtained prior to incurring costs.	
Meals \$ Lodging \$ Registration \$ Other Costs	APPROVAL BY GRANTS AND CONTRACTS ADMINISTRATION (GCA) (only when a "Fund 20" sponsored project is charge	d)
Total Costs \$	GRANTS AND CONTRACTS ADMINISTRATION	DATE