

CLEMSON UNIVERSITY
College of Education
REQUEST TO TRAVEL (In-State and Out-of-State)

Personal Information

Traveler Name & Title	
Department Name	
Today's Date	

Travel Information

Travel Destination	
Proposed Dates of Trip	
Detailed Purpose of Trip (Include full title of event/conference including state, national, regional affiliation, etc. Attach additional information as necessary.)	

Funding

<i>Business Office/Admin Use Only</i>				<i>To Be Completed by Traveler</i>	
Travel Expenses	In-State	Out-of-State	Actual Expense	Estimated Cost	Project Name or # / Source of Funds
Meals	6001	6010			
Lodging	6003	6012			
Personal Auto	6004	6013			
Rental Car	6005	6014			
Airfare	6006	6015			
Other Miscellaneous Expenses	6008	6017			
Registration	6009	6018			
TOTAL					

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.

REQUESTED BY: _____
Traveler

APPROVED BY: _____
Department Chair / Dean

APPROVED BY: _____
Principal Investigator - Required for Fund 20 Accounts

Please check one of the following:

- To raise funds from private donors (ex: deliver a proposal to a donor)
- To gain support for a research and/or scholarship grant
- Carry out obligations as an officer in a professional organization or on an editorial board
- Attend meetings/functions to recruit students or faculty
- Accompany students on field trips, competitions, study abroad or other activities that add significant value to a student's education
- Represent Clemson University at a trade show/exhibit or performance
- Present research in a peer-review
- Engage in approved professional development activities