



# CLEMSON UNIVERSITY ATHLETIC DEPARTMENT INDIVIDUAL / OFFICIAL VISIT TRAVEL REQUEST FORM



This form must be filled out completely and approved by your Sport Supervisor **PRIOR** to any arrangements being made. Prospect visits must be authorized by Compliance.

**SPORT:** \_\_\_\_\_ **DEPT#:** \_\_\_\_\_

**NAME OF REQUESTOR:** \_\_\_\_\_

**DATE(S) OF TRIP:** \_\_\_\_\_

**DESTINATION:** \_\_\_\_\_

**TRIP PURPOSE:** \_\_\_\_\_

*(If Official Visit, please indicate name of prospect and complete separate form for each prospective student-athlete.)*

ESTIMATED COST:	Payment Type
Meals: _____	_____
Per Diem: _____	_____
Lodging: _____	_____
Airfare: _____	_____
Mileage: _____	_____
Rental Car: _____	_____
Miscellaneous*: _____	_____

\*Registration fee, admissions, parking, tolls, etc.

Payment Type	Amount	Voucher Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOR BUSINESS OFFICE USE ONLY

**Total Estimated for Trip:** \_\_\_\_\_ **Amount Budgeted for Trip:** \_\_\_\_\_

*(Please remember to also obtain all receipts including Detailed Hotel Folio, Itemized Restaurant receipts, Airfare, etc.)*

**Adv Amount Requested:**

*(If you require an advance, you **MUST** enter it here)*

		<b>FOR BUSINESS OFFICE USE ONLY</b>
<b>\$ of Travel Voucher Submitted:</b> _____	<b>Check #:</b> _____ / _____ DATE	
<b>Amount Due Traveler:</b> _____	<b>Voucher #:</b> _____ / _____ DATE	
<b>Amount Due Travel Acct:</b> _____	<b>Check #:</b> _____ / _____ Processed	
	<b>Due By:</b> _____ / _____ Rec'd Date	

Order of Approvals:	<i>*Only required for sports</i>		
Initiator	1. Head Coach/Supervisor	2. Sport Supervisor*	3. Compliance* Forward: Business Office

**Initiator:** \_\_\_\_\_ / \_\_\_\_\_  
Signature DATE

**Sport Supervisor:** \_\_\_\_\_ / \_\_\_\_\_  
Signature DATE

**Head Coach/Supervisor:** \_\_\_\_\_ / \_\_\_\_\_  
Signature DATE

**Compliance:** \_\_\_\_\_ / \_\_\_\_\_  
Signature DATE