

## E-Signature Information Guide

\*The team travel authorization form is shown as an example, but this process will be standard across all other electronic forms.

1. Open the authorization form and select “Fill & Sign” from the toolbar on the right side of the screen.

**CLEMSON UNIVERSITY ATHLETIC DEPARTMENT  
TEAM TRAVEL AUTHORIZATION**

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

SPORT: \_\_\_\_\_ DEPT#: \_\_\_\_\_  
 COMPETITION/OPPONENT: \_\_\_\_\_ DESTINATION: \_\_\_\_\_  
 COMPETITION DATE(S): \_\_\_\_\_  
 TRAVEL DATE(S)/TIMES: \_\_\_\_\_

**TRAVEL PARTY:**  
 # of Coaches: \_\_\_\_\_  
 # of Trainers: \_\_\_\_\_  
 # of Players: \_\_\_\_\_  
 # of Others\*: \_\_\_\_\_

**Per Diem Card Upload:**  
 Breakfast: \_\_\_\_\_  
 Lunch: \_\_\_\_\_  
 Dinner: \_\_\_\_\_  
 Other\*: \_\_\_\_\_

\* Explanation: \_\_\_\_\_ TOTAL Per Diem for this trip: \$ \_\_\_\_\_

**MODE OF TRANSPORTATION:** Commercial Air ☐ Charter Air ☐ Bus ☐ Van ☐ Car ☐ Other ☐

**ESTIMATED COST:**  
 Air: \_\_\_\_\_  
 Lodging: \_\_\_\_\_  
 Non Per Diem Meals: \_\_\_\_\_  
 Car Rental: \_\_\_\_\_  
 Bus: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Payment Type**  
 Air: \_\_\_\_\_  
 Lodging: \_\_\_\_\_  
 Non Per Diem Meals: \_\_\_\_\_  
 Car Rental: \_\_\_\_\_  
 Bus: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Payment Type Amount Voucher Number**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\*Include per diem card amount above

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2. Fill out the form with appropriate information. Then, click “Sign” located at the top of the page and drop your signature in the “Initiator” box at the bottom of the page.

**CLEMSON UNIVERSITY ATHLETIC DEPARTMENT  
TEAM TRAVEL AUTHORIZATION**

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

SPORT: Example Sport DEPT#: 7100  
 COMPETITION/OPPONENT: Opponent DESTINATION: Away  
 COMPETITION DATE(S): 11/11/16  
 TRAVEL DATE(S)/TIMES: 11/10/16-11/12/16

**TRAVEL PARTY:**  
 # of Coaches: 1  
 # of Trainers: 1  
 # of Players: 1  
 # of Others\*: 1

**Per Diem Card Upload:**  
 Breakfast: \$ 50.00  
 Lunch: \$ 50.00  
 Dinner: \$ 50.00  
 Other\*: \$ 50.00

\* Explanation: \_\_\_\_\_ TOTAL Per Diem for this trip: \$200.00

**MODE OF TRANSPORTATION:** Commercial Air ☒ Charter Air ☐ Bus ☐ Van ☐ Car ☐ Other ☐

**ESTIMATED COST:**  
 Air: \$ 1,000.00  
 Lodging: \$ 1,000.00  
 Non Per Diem Meals: \_\_\_\_\_  
 Car Rental: \_\_\_\_\_  
 Bus: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Payment Type**  
 Air: P-Card  
 Lodging: Direct Bill  
 Non Per Diem Meals: \_\_\_\_\_  
 Car Rental: \_\_\_\_\_  
 Bus: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Payment Type Amount Voucher Number**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Estimated for Trip:** \$ 2,200.00 **Amount Budgeted for Trip:** \$ 2,500.00

\*Include per diem card amount above  
 (Please remember to also obtain all receipts including Detailed Hotel Folio, itemized Restaurant receipts, Airfare, Ground Transportation, etc.)

**Adv Amount Requested:** \_\_\_\_\_  
 (If you require an advance, you **MUST** enter it here)

**FOR BUSINESS OFFICE USE ONLY**  
 Check #: \_\_\_\_\_ / DATE  
 Voucher #: \_\_\_\_\_ / DATE  
 Amount Due Traveler: \_\_\_\_\_ Check #: \_\_\_\_\_ / Processed  
 Amount Due Travel Acct: \_\_\_\_\_ Due By: \_\_\_\_\_ / Rec'd Date

**Order of Approvals:** \*Only required for sports  
 Initiator: \_\_\_\_\_ 1. Head Coach: \_\_\_\_\_ 2. Sport Supervisor: \_\_\_\_\_ 3. Compliance: \_\_\_\_\_ Forward: Business Office

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

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

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

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

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3. Select "Adobe Sign" from the toolbar on the right side of the screen.

Travel Authorization Form for Team Travel - Electronic.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools Travel Authorizatio... x Electronic Signature...

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**CLEMSON UNIVERSITY ATHLETIC DEPARTMENT**  
**TEAM TRAVEL AUTHORIZATION**  
This form must be filled out completely and approved by your Sport Supervisor PRIOR to any arrangements being made.

SPORT: Example Sport DEPTH: 7100  
COMPETITION/OPPONENT: Opponent DESTINATION: Away  
COMPETITION DATES: 10/6/18  
TRAVEL DATE(S)/TIME: 10/5/18 - 10/7/18

TRAVEL PARTY: # of Coaches: # of Trainers: # of Players: # of Others: Must attach Travel Roster

Per Diem Card Upload: Breakfast: \$ 50.00 Lunch: \$ 50.00 Dinner: \$ 50.00 Other: \$ 50.00  
TOTAL Per Diem for this trip: \$ 200.00

MODE OF TRANSPORTATION: Commercial Air Charter Air Bus Van Car Other

ESTIMATED COST: Air: \$ 1,000.00 Lodging: \$ 1,000.00 Non Per Diem Meals: Car Rental: Bus: Other: Payment Type: P-Card Direct Bill None None None None

Total Estimated for Trip: \$ 2,000.00 Amount Budgeted for Trip: \$ 2,500.00

Adv Amount Requested: (If you require an advance, you must enter it here)

Order of Approvals: Initiator: 1. Head Coach 2. Sport Supervisor 3. Compliance\* Forward: Business Office

Initiator: Matthew Thomas 10/5/18 Sport Supervisor: Head Coach: Compliance:

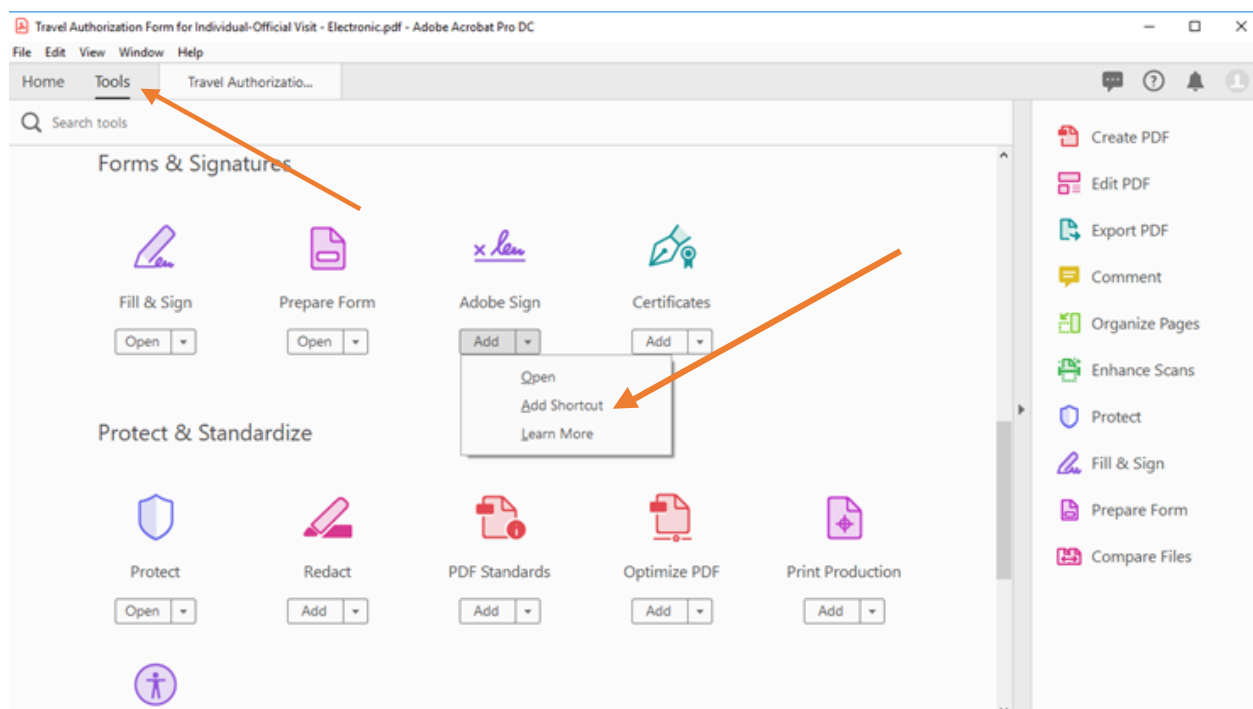
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- Fill & Sign
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\*If you do not see "Adobe Sign" on the right-hand tool bar, go to "Tools" at the top of the page and add a shortcut. "Adobe Sign" should then appear on the tool bar as pictured above.



Enter email addresses in order and send

- **1<sup>st</sup>** – Supervisor/Head Coach – example@clemson.edu
  - If you are the head coach, you can have an admin create the form on your behalf and send to you for approval or you can route the form to yourself for additional approval.
- **2<sup>nd</sup>** – Sport Supervisor (sports only) – example@clemson.edu
- **3<sup>rd</sup>** – Compliance (sports only) - cuacs@clemson.edu
- Click “Show CC” and add Melissa King – king4@clemson.edu

Attach travel roster (if applicable) and select "Continue."

The screenshot shows the Adobe Sign web interface within an Adobe Acrobat Pro DC window. The document being signed is "Travel Authorization Form for Team Travel - Electronic.pdf". The interface includes a toolbar at the top with various icons and a "Share" button. The main content area is titled "Send For Signature Using Adobe Sign" and provides instructions on how to get documents signed instantly. It features a "To" field with three email addresses: example@clemson.edu (labeled 1), example@clemson.edu (labeled 2), and example@clemson.edu (labeled 3). There is also a "CC" field with the email address king4@clemson.edu. A "Message" field contains the text: "Travel Authorization Form for Team Travel - Electronic. Please review and complete this document." At the bottom, there is a "File(s)" section showing the document being signed. An orange arrow points to the "Continue" button at the bottom right of the interface.

Travel Authorization Form for Team Travel - Electronic.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools Travel Authorizatio... x Electronic Signature...

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Share

Adobe Sign

Close

### Send For Signature Using Adobe Sign

Get documents signed instantly. Recipients will receive a unique link to view and sign online, with no purchase or sign-up required. Track when the document is viewed and signed. [Learn more.](#)

To [Add CC](#) ⓘ

1 example@clemson.edu x 2 example@clemson.edu x

3 example@clemson.edu x

CC | [Hide](#)

king4@clemson.edu x

**Message**

Travel Authorization Form for Team Travel - Electronic

Please review and complete this document.

**File(s)** [Add Files](#)

Travel Authorization Form for Team Travel - Electronic.pdf

Your document will be uploaded to Adobe Sign. Anyone with access to the link can view the document.

Advanced [Continue](#)

6. Select "Send" in the bottom right corner.

The screenshot shows the 'Send for Signature' interface for a document titled 'CLEMSON UNIVERSITY ATHLETIC DEPARTMENT TEAM TRAVEL AUTHORIZATION'. The document is a form with various fields for travel details, including Sport, Competition/Event, Dates, and Travel Party. The 'Send for Signature' sidebar on the right includes sections for Recipients (example@cdemson.edu), Signature Fields (Signature, Initials, Signature Block, Stamp), Signer Info Fields, Data Fields, and Transaction Fields. A blue 'Send' button is highlighted with an orange arrow, and a 'Reset Fields' link is below it.

\*If you see a box appear that says "Missing Signature Fields", please ignore and click send.

The screenshot shows the Adobe Sign interface for a document titled 'Purchase Requisition.pdf'. A dialog box titled 'Missing Signature Fields' is displayed, stating: 'There are recipients who need to sign this document that do not have a signature field assigned to them. You can go back and add signature fields or we will add a signature block for those recipients. Do you want to review or send the document?'. The dialog box has 'Review' and 'Send' buttons. An orange arrow points to the 'Send' button. The background shows the document form with fields for Requested By, Approved By, and Comments.

7. Select "Start" at the top left of the page.

## Travel Authorization Form for Team Travel - Electronic

Start

**CLEMSON UNIVERSITY ATHLETIC DEPARTMENT**  
**TEAM TRAVEL AUTHORIZATION**

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

SPORT: Example Sport DEPT#: 100  
COMPETITION/OPPONENT: Opponent DESTINATION: away  
COMPETITION DATE(S): 1/18/18  
TRAVEL DATE(S)/TIMES: 1/17/18 - 1/19/18

**TRAVEL PARTY:**  
# of Coaches: 1  
# of Trainers: 1  
# of Players: 1  
# of Others\*: 1

Per Diem Card Upload:  
Breakfast: 50  
Lunch: 50  
Dinner: 50  
Other\*: 50

\*Explanation: \_\_\_\_\_ TOTAL Per Diem for this trip: \$ 200

MODE OF TRANSPORTATION: Commercial Air ☒ Charter Air ☐ Bus ☐ Van ☐ Car ☐ Other ☐

**ESTIMATED COST:**  
Air: 1000  
Lodging: 1000  
Non Per Diem Meals: \_\_\_\_\_  
Car Rental: \_\_\_\_\_  
Bus: \_\_\_\_\_  
Other: \_\_\_\_\_

Payment Type:  
P-Card ☒  
Direct B ☐  
None ☐  
None ☐  
None ☐  
None ☐

Payment Type	Amount	Voucher Number

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Total Estimated for Trip: 2200 Amount Budgeted for Trip: 2500  
\*Include per diem card amount above \_\_\_\_\_  
(Please remember to also obtain all receipts including Detailed Hotel Folio, Itemized Restaurant receipts, Airfare, Ground Transportation, etc.)

Adv Amount Requested:   Issue check to:    
(If you require an advance, you **MUST** enter it here)

**FOR BUSINESS OFFICE USE ONLY**

\$ of Travel Voucher Submitted: _____	Check #: _____ / DATE _____
Amount Due Traveler: _____	Voucher #: _____ / DATE _____
Amount Due Travel Acct: _____	Check #: _____ / Processed _____
	Due By: _____ / Rec'd Date _____

**Order of Approvals:** \*Only required for sports

Initiator: John Doe / 1/10/18  
Signature DATE

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

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

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

Forward: Business Office

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8. Select "Click to Send" in the bottom right corner.

Travel Authorization Form for Team Travel - Electronic

**SPORT**

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

SPORT:  DEPT#

COMPETITION/OPPONENT:  DESTINATION:

COMPETITION DATE(S):

TRAVEL DATE(S)/TIME(S):

TRAVEL PARTY:

# of Coaches:

# of Trainers:

# of Players:

# of Others\*:

\* Explanation: \_\_\_\_\_

Must attach Travel Roster

Per Diem Card Upload:

Breakfast:	<input type="text" value="50"/>
Lunch:	<input type="text" value="50"/>
Dinner:	<input type="text" value="50"/>
Other:	<input type="text" value="50"/>

TOTAL Per Diem for this trip: \$

MODE OF TRANSPORTATION: Commercial Air ☒ Charter Air ☐ Bus ☐ Van ☐ Car ☐ Other ☐

ESTIMATED COST:

Air:  Payment Type:

Lodging:  Direct B

Non Per Diem Meals:

Car Rental:

Bus:

Other:

Total Estimated for Trip:  Amount Budgeted for Trip:

\*Include per diem card amount above

(Please remember to also obtain all receipts including Detailed travel logs, itemized restaurant receipts, Airfare, Ground Transportation, etc.)

Adv Amount Requested:  Issue check to:

(If you require an advance, you MUST enter a date)

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Check #  DATE

Voucher #  DATE

Amount Due Traveler:

Amount Due Travel Asst:  Due By:

Order of Approvals:

Initiator:  1/18/18

Head Coach:  DATE

Sport Supervisor:  DATE

Compliance:  DATE

Forward: Business Office

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Thank you for prefilling this document

Click to Send

\*Depending on your settings, you will receive multiple updates as the form makes its way through the authorization process. Do NOT make any travel arrangements before you receive the final copy that includes all required signatures.

\*\*Do NOT save the completed form when the prompt asks if you want to save the file when you exit out of Adobe Acrobat.