State of South Carolina
Approval of Foreign Travel

All foreign travel by State personnel requires approval by the agency head. Once travel is complete, **a copy of this approval must be attached with any relevant Travel Support Document**.

Traveler's Name _____ ZEMP #_____* Personnel # _____*

Traveler's Agency Number _____*

	Location	Date
Depart From:		
To:		
Return From:		
To:		

Describe the Business Purpose and Benefit:

Traveler must arrange the **most economical mode of travel** and exercise the same care in incurring lodging, meal, and other allowable expenses that a prudent person would exercise if traveling.

*Advanced notice **must** be provided to SLED FC at TravelSecurity@sled.sc.gov. as far in advance as possible but no later than 30 days prior to any foreign travel.*

Requested by:

_____ _____ _____
Traveler's Printed Name Traveler's Signature Date

I approve this travel and certify that it is necessary for the traveler named above to make this trip on official State business:

_____ _____ _____
Agency Head Printed Name Agency Head Signature Date

**Obtain this information from Agency HR Office*