Obtain this information from Agency HR Office

State of South Carolina
Comptroller General’s Office
Approval of Foreign Travel

Any foreign travel by State personnel must have prior approval of the Comptroller General’s Office. Please complete this form and return to Ronnie Head (rhead@cg.sc.gov) or Jennifer Hairston (jhairston@cg.sc.gov) prior to incurring any expenditures and at least 14 calendar days prior to travel.

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.

Once travel is complete, please attach a copy of this approval to any relevant Travel Support Document.

Traveler’s Name ___________________ ZEMP #______________ * Personnel # ______________ *

Traveler’s Agency Number ____________ *

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
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<tr>
<td>Depart From:</td>
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<td>To:</td>
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<tr>
<td>Return From:</td>
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Please attach an explanation for the purpose of the travel and its planned benefit to the State. Also attach any relevant documentation such as an agenda or itinerary.

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

CGO approval:

__________________________________________  ____________________________  ________
CGO Printed Name and Title  CGO Signature  Date

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CGO Revised 8/2019