

**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](mailto:rhead@cg.sc.gov)) or Jennifer Hairston ([jhairston@cg.sc.gov](mailto: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 \_\_\_\_\_\*

	<u>Location</u>	<u>Date</u>
<b>Depart From:</b>		
<b>To:</b>		
<b>Return From:</b>		
<b>To:</b>		

*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

\*Obtain this information from Agency HR Office