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

Agency Number

NOTE: Any foreign travel of a State Employee requires prior approval of the Comptroller General. Therefore, please complete the form below and submit to the Comptroller General's Office at least 14 calendar days prior to travel. This request may be submitted to Ronnie Head (rhead@cg.sc.gov) or Jennifer Hairston (jhairston@cg.sc.gov).

Signature of this form, represents that the employees will use the most economical mode of travel (no first class airline tickets and consideration given to hotel and meal expenses)

Once approved, please attach to travel document.

Please call 803-734-2540 for questions

Name: _____ _____ _____
Last First MI

ZEMP #: _____

Official Headquarters: _____

		Dates	*Times*
Destination From:			
To:			
Return From:			
To:			
Purpose of Trip:			

Approved By:

_____ _____
(Signature of Agency Head) Date

_____ _____
(Signature Traveler) Date

_____ _____
(Approval of Comptroller General's Office) **Date**

Please provide a return Email Address: _____