

DATE: \_\_\_\_\_

EMPLOYEE NAME (Print): \_\_\_\_\_

DATE OF TRIP \_\_\_\_\_

FAMILY MEMBER(S) NAME(S): \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I will be performing official travel for The Citadel and would like for the above named family member(s) to travel with me. Signatures below releases The Citadel from all responsibility pertaining to injury or any type of damage that may occur.

\_\_\_\_\_  
*(Signature of employee)*

\_\_\_\_\_  
*(Signature of family member or guardian if a minor)*

\_\_\_\_\_  
*(Approval from Director of Physical Plant)*

\_\_\_\_\_  
*(Approval from VP Facilities & Engineering)*

ATTACHMENT H