



**CLEMSON UNIVERSITY
VISITOR EXPENSE FORM**



In order to be reimbursed, you must register in the Clemson University Procurement system. Please go to <http://www.clemson.edu/cfo/procurement/vendors/vendorreg.html> and follow the steps to add vendor and let us know that you have completed the steps.

Name: _____

Address: _____

Phone: _____

Email: _____

Foreign National: **Yes** **No**

If **yes you must meet with Pablo Unda to fill out required international tax forms. Please be able to provide your US visa and passport used for entry to the USA.

**AS AN OFFICAL VISITOR TO CLEMSON UNIVERSITY, I INCURRED AND CLAIM FOR
REIMBURSEMENT THE FOLLOWING EXPENSES:**

***ATTACH ALL RECEIPTS TO RECEIVE REIMBURSEMENT.**

DEPARTURE DATE: _____ **TIME DEPARTED:** _____

RETURN DATE: _____ **TIME RETURNED:** _____

LODGING: _____

Meals (In State Employee Rates Apply): _____

Per Diem rates: In-state: \$6 Breakfast \$7 lunch \$12 dinner
 Out of State: \$7 Breakfast \$9 lunch \$16 dinner

Airfare: _____

Mileage:

Airport _____ **Miles @ .58 Cents =** _____

Automobile _____ **Miles @ .58 Cents =** _____

Rail: _____

Rental Car: _____

Gas/Taxi: _____

Other: _____

TOTAL EXPENSES: \$

_____ **Visitor Signature:** _____

Date: _____ **Department Approval:**

_____ **Date:** _____