

VISITOR EXPENSES

Please note that visitors must register in Clemson University's system called BuyWays before they can be reimbursed. Physics and Astronomy Department staff are not allowed to register for visitors.

Website: <http://www.clemson.edu/procurement/> - additional info attached.

- From this site, 1) click on Vendor Portal, under that says "register here" – click on "register here"
2) Then the site will ask if you are a Clemson University employee, click "no" of course.
3) Then click on the block that says "Refund or Reimbursement"
4) From there, follow the instructions.

If you have questions when registering, contact Judy Macmullen at judvmc@clemson.edu or at 864-656-5584.

Send your receipts and this form to Lori Rhoetter, Dept. of Physics and Astronomy, Clemson University, 118 Kinard Lab, Clemson, SC 29634 Phone: 864-656-3417; email callie@clemson.edu

Name: _____

Address: _____

Email: _____

Business Phone: _____

Home Phone: _____

As an official visitor of Clemson University, I incurred and claim for reimbursement the following expenses:

Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Lodging (attach receipt): \$ _____

Meals (state rates will apply): Per diem \$25 a day, 6B,7L,12D \$ _____

Please use the following guidelines to determine your reimbursement for meals:

Breakfast: Must depart before 6:30 am or return after 11:00 am

Lunch: Must depart before 11:00 am or return after 1:30 pm

Dinner: Must depart before 5:15 pm or return after 8:30 pm

Travel — Air (attach copy of ticket): \$ _____

Rail (attach copy of ticket): \$ _____

Auto _____ miles @ 54 cents = \$ _____

To Airport _____ miles @ 54 cents = \$ _____

Other (attach receipt) _____ \$ _____

Other (attach receipt) _____ \$ _____

Other (attach receipt) _____ \$ _____

TOTAL: \$ _____

Visitor Signature: _____