

In-State Travel Expenses Meal and Mileage Rates as of 1/1/2023

Name: _____
 Employee ID Number: _____
 Departure DATE: _____ TIME: _____
 Return DATE: _____ TIME: _____
 Trip Destination: _____

ACCOUNT INFORMATION							
	Meals	Lodging	Mileage	Registration	Airfare	Rental Car	Other
Acct:	6001	6003	6004	6009	6006	6005	6008
Fd:							
Org:							
Prog:							
Sub-Cls:							
Project:							
TOTAL:							

Project # for Payment: _____ TOTAL DUE: _____
 Purpose of Trip: _____

Expenses Incurred: Date: _____

Depart Before:	Return After:	Meals:							
6:30 am	11:00 am	Breakfast \$8							
11:00 am	1:30 pm	Lunch \$10							
5:15 pm	8:30 pm	Dinner \$17							

Lodging: _____

Registration Fee: _____

Air Travel: _____

Rental Car: _____

Auto Travel: _____

Rates as of 1/1/2023	Personal Car Mileage @ \$.655	_____ Miles	
	Airport Mileage @ \$.655	_____ Miles	

Other (please list):	Taxi	Parking	Baggage	Tolls					
Miscellaneous Expenses as allowed per policy.									

Total Due: _____

* After the box appears on the left click to add attachments.

I certify the expenses listed herein were incurred and paid in the performance of my official duties and that this claim is true and correct in every material matter and conforms to the requirements of the State laws, rules and regulations. I understand any reimbursements by Clemson University are subject to terms of payment maintained by CU Payroll office. It is the responsibility of the payee to verify with his/her financial institution when funds are available.

Signature of Traveler _____ Date: _____

I hereby certify that the above items have been received or the services performed as stated and that the funds are available from the budgeted account(s) listed above. I also certify that these expenses are in compliance with established policies and procedures of Clemson University and that they have not been (nor will not be) reimbursed in duplicate. I certify price is fair and reasonable.

Signature of Approver _____ Date: _____

Business Office _____ Date: _____