



CLEMSON UNIVERSITY
College of Engineering,
Computing and
Applied Sciences



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/venreg/index.php> and follow the steps to register as an individual, and let us know when you have completed the steps.

Name: _____

Address: _____

Phone: _____

Email: _____

Foreign National: Yes No

If **yes you must contact Mack Howard, (864)656-5589, mackh@clemson.edu, to complete the 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.**

JUSTIFICATION/PURPOSE OF TRIP: _____

DEPARTURE DATE: _____ TIME DEPARTED: _____

RETURN DATE: _____ TIME RETURNED: _____

LODGING: _____

Meals (In State Employee Rates Apply): _____

Airfare: _____

Mileage:

Airport _____ Miles @ .535 Cents = _____

Automobile _____ Miles @ .535 Cents = _____

Rail: _____

Rental Car: _____

Gas/Taxi: _____

Other: _____

TOTAL EXPENSES: \$

<p>Visitor Signature: _____ Date: _____</p> <p>Dean Approval: _____ Date: _____</p>
