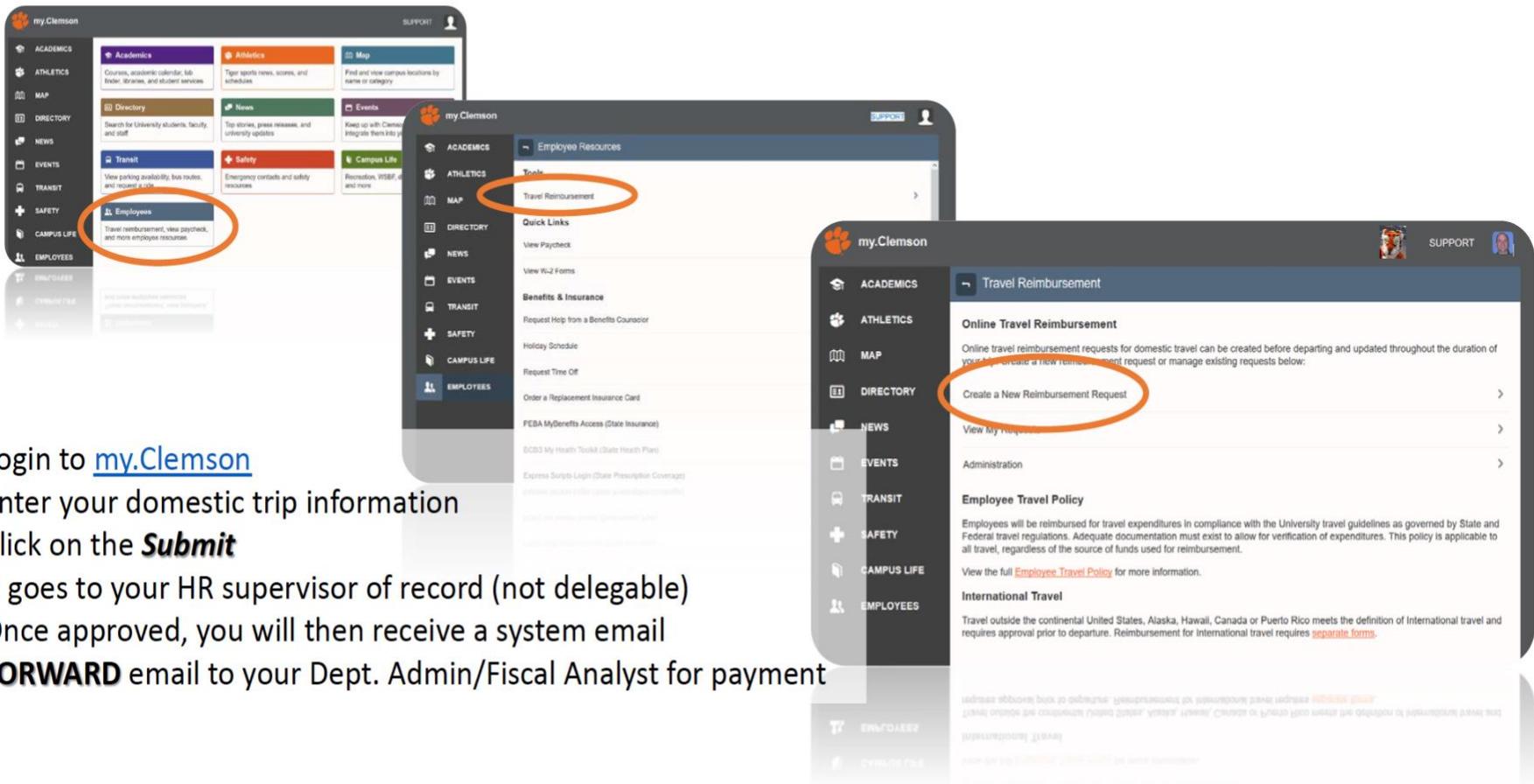


How to Submit a Travel Reimbursement



1. Login to [my.Clemson](https://my.clemson.edu)
2. Enter your domestic trip information
3. Click on the **Submit**
4. It goes to your HR supervisor of record (not delegable)
5. Once approved, you will then receive a system email
6. **FORWARD** email to your Dept. Admin/Fiscal Analyst for payment