

VISITOR EXPENSES

Send your receipts and this form to Lori Rholetter, Dept. of Physics and Astronomy, Clemson University, 118 Kinard Lab, Clemson, SC 29634 Phone: 864-656-3417; email callie@clemson.edu. Once Lori receives your information, she will submit a request for you to be invited to register as a supplier in Clemson University's system called BuyWays. The visitor will receive an "invitation" email from support@sciquest.com. Please be sure to check your "spam" and "junk" folders for the email from Sciquest. The email have instructions with a link and instructions for completing a 3 step process to be added into the system. Payment cannot be processed until visitor completes the registration process.

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 @ .545 cents = \$ _____

To Airport _____ miles @ .545cents = \$ _____

Other (attach receipt) _____ \$ _____

Other (attach receipt) _____ \$ _____

Other (attach receipt) _____ \$ _____

TOTAL: \$ _____

Visitor Signature: _____