**PRTM Reimbursement Guide**

**\* All forms are located on the** [**PRTM Website**](https://www.clemson.edu/cbshs/departments/prtm/about/faculty-staff-resources.html) **under Business Forms and Documents.** **Please be sure that the forms are open in Adobe before completing and submitting. The preview on the web browser does not function correctly. If you have questions or issues regarding the forms, please contact Kristie Nieves (****knieves@clemson.edu****).**

**\*Please allow one to two weeks for reimbursement once your request has been submitted. If you would like to check the status of a reimbursement, please contact Annette Parker (****annettp@clemson.edu****).**

***Non-Travel Reimbursement***

\*For Business Meals please complete and attach the [**Business Meal Documentation Form**](https://www.clemson.edu/cbshs/departments/prtm/_documents/about/businessmealdocform.pdf)

1. Complete [**Purchase Request and Reimbursement Form (Non-Travel)**](https://www.clemson.edu/cbshs/departments/prtm/_documents/prtm-non-travel-purchase-request-reimbursement-form.pdf)**.** Attach itemized receipts to the PDF form. Digitally sign and click the orange “Click to Submit for Approvals” button. Press send on the email that is generated.
2. Once the form has completed workflow you will be notified via email that your reimbursement is being processed.

***Travel Reimbursements***

[CU Travel Policy](http://www.clemson.edu/procurement/travel/)

[CBSHS Travel Policy](https://www.clemson.edu/cbshs/about/support-services/business-office/documents/cbshs-travel-policy-ada-5-9-19.pdf)

1. Complete the appropriate [**PRTM Travel Reimbursement Form (In-state, Out of State, or International)**](https://www.clemson.edu/cbshs/departments/prtm/about/faculty-staff-resources.html)**.** Attach itemized receipts to the PDF form. Digitally sign and click the orange “Submit for Approvals” button. Press send on the email that is generated.

\*International Travel reimbursements will not be processed without an approved [**Travel Request Form - International**](https://www.clemson.edu/cbshs/departments/prtm/_documents/prtm-travel-request-form---international.pdf). Please complete prior to travel.

1. Once the form has completed workflow you will be notified via email that your reimbursement is being processed.