



# INDUSTRIAL ENGINEERING

## Student Reimbursement Form

Please complete form and submit it along with any receipts to Tina Fiori.

<b>Name:</b>		<b>Date:</b>	
<b>Student ID:</b>		<b>Email:</b>	
<b>Mailing Address:</b>			
<b>Reason for Reimbursement:</b>			
<b>Are you a current student employee of Clemson University?</b>		<b>Yes</b>	<b>No</b>
<b>If so, what department?</b>			

Travel			
<b>Destination:</b>		<b>Location:</b>	
<b>Reason for Visit:</b>			
<b>Dates Traveled:</b>		<b>Miles Driven:</b>	x \$0.655 =
<b>Departure Time (HH:MM tt):</b>		<b>Return Time (HH:MM tt):</b>	
<b>Meals: (See Per Diem)</b>			

Per Diem	Depart Before	Return After	In State	Out of State
Breakfast	6:30 am	11:00 am	\$8	\$10
Lunch	11:00 am	1:30 pm	\$10	\$15
Dinner	5:15 pm	8:30 pm	\$17	\$25
		<b>Total:</b>	<b>\$35</b>	<b>\$50</b>

Other Purchases		
<b>Amount:</b>		<b>Items purchased &amp; purpose:</b>
<b>Vendor:</b>		

Meals (Other Than Travel)		
<b>Amount:</b>		<b>Purpose:</b>
<b>Vendor:</b>		

**Total Reimbursement:** \_\_\_\_\_ **Faculty's 23 Digit Project #:** \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_