



## Visitor / Guest Travel Reimbursement Procurement Registration Form

Clemson University will reimburse travel expenses for approved visitors, guests, and job candidates up to an amount previously authorized in writing. In order to prepare for your visit, please complete this form and return to your point of contact at your earliest convenience. Please remember you will need to provide receipts along with your reimbursement request.

<b>Name:</b>	
<b>Email Address:</b>	
<b>Mailing Address:</b>	
<b>Phone Number:</b>	
<b>Last 4 digits of SSN:</b>	
<b>Foreign National:</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <span>YES</span> <span>NO</span> </div> <p style="font-size: small; margin-top: 5px;">If yes, you may be required to fill out additional paperwork with International Services. Please be able to provide your US Visa &amp; Passport used for entry to the United States.</p>

**For IE Use Only:** Please forward completed form to Lisa Link as soon as it is received from your visitor or guest.