REIMBURSEMENT INSTRUCTIONS

1. You MUST register as a vendor with Clemson University before we can process any reimbursement. The website for vendor registration is https://www.clemson.edu/cfo/procurement/venreg/index.php. Instructions are provided there. Complete this BEFORE turning in your reimbursement form.

2. We have limited funding for PANTS/SERMON. If you are able to secure funding from other sources this is ideal. For instance, you can use your own grant, ask your advisor if his/her grant can support you, or ask your home institution if it can provide funds. Even partial funds are very helpful!

3. Per diem is for invited speakers only! If you are not one of the invited speakers please do not include per diem on your reimbursement form.

4. Reimbursements are partial reimbursements. In particular, car-pooling and sharing hotel rooms is strongly encouraged. Mileage reimbursement will be capped, and staying in expensive hotels will likely result in not being reimbursed for the full amount.

5. Please send your reimbursement forms, along with receipts, to either Kevin James or Hui Xue at

Department of Mathematical Sciences
Clemson University
Clemson, SC 29634
In order to receive reimbursement (any non-payroll payment) from Clemson University all visitors must submit a required one-time registration by accessing https://www.clemson.edu/cfo/procurement/venreg/index.php
Reimbursement will not be made until registration is completed.

Name: ______________________________________________________

Address: ______________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Phone #: ________________________ Email address: _________________________

As an official visitor to Clemson University, I incurred and claim for reimbursement the following expenses:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals (maximum $25/day)</td>
<td>Per diem</td>
</tr>
<tr>
<td>Lodging (Original Receipt)</td>
<td></td>
</tr>
<tr>
<td>Air Travel</td>
<td></td>
</tr>
<tr>
<td>Rail/Bus</td>
<td></td>
</tr>
<tr>
<td>Auto mileage: ______ miles @ $0.565/mile</td>
<td></td>
</tr>
<tr>
<td>Other: (Please list):</td>
<td></td>
</tr>
<tr>
<td>Honorarium</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

***Return form and receipts to address at top of page***

(Circle One): I am a  US Citizen  US Permanent Resident  Foreign Citizen

Date: _______________________

Visitor signature: _______________________________________________

_____ I have completed and submitted the registration for payment through Procurement’s web-site.

Purpose of visit: ____________________________________________

                        Office Use Only

Acct#:__________________________________

PI:____________________________________

Dept Chair:______________

Req#____________________ Rpt#________

PO#_____________________ Inv#________