

Statement of Visitor Expenses
 Clemson University
 School of Mathematical And Statistical Sciences
 O-106 Martin Hall, Box 340975
 Clemson, SC 29634-0975

Name: _____

Address: _____

Phone #: _____ Email address: _____

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

Departure date: _____ Time: _____ (time left home)

Return date: _____ Time: _____ (time returned home)

Description	Amount
Lodging (Original Receipt)	
Air Travel	
Rail/Bus	
Auto mileage: _____miles @ \$0.58/mile	
Other: (Please list):	
Honorarium	
TOTAL	

Office Use Only

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: _____

Purpose of visit: _____

Office Use Only	
Acct#:	
PI:	
Dept Chair:	
Req#	Rpt#
PO#	Inv#