



Request for Per Diem

Date _____

Mark One:

Per Diem Only *(No Receipts Required)*

Mileage Only *(Private Vehicle)*

Per Diem & Mileage *(Private Vehicle)*

Actuals *(attach Authorization & receipts)*

Name _____

Title _____

Banner ID# _____
*(Staff Member ID# 800*****) DO NOT LEAVE BLANK*

Banner Index# _____
*(Department Account to be billed: 500****)*

Purpose of Trip *(State title. I.e. Retention workshop, NMSU-Alamogordo Fall Round-up, NM Higher Education Task meeting, etc)*

Deduct: #Breakfasts #Lunches #Dinners *(Meals provided by Conference, Workshop or Training)*

Date Left _____

Date Return _____

Time Left _____ am pm

Time Return _____ am pm

Destination From: _____ To: _____

Used School Vehicle

Used Private Vehicle **(Please attach prior approval)**

Standard Mileage (Private Vehicle only)

or

Odometer Readings (Private Vehicle only) Beginning _____ Ending _____

PLEASE ATTACH AGENDAS AND SIGNED RECEIPTS

Signature

Business Office Use	
Date Completed:	_____
Date signed by submitter:	_____
Date Mailed:	_____

Submit to Juanita Jose for processing