



# NMSU Grants

## Personal Vehicle Reimbursement Request

**Personal Vehicle**

Rate: 0.655 per mile

**School Vehicle**

Rate: Car: 0.61 per mile

Other: 0.50 per mile

This form is used when requesting to use your personal vehicle and you wish to request/claim mileage. Please fill out this form completely before your scheduled trip.

Requester Name \_\_\_\_\_  
Name

On \_\_\_\_\_ I will be going to \_\_\_\_\_  
Dates Destination  
to attend \_\_\_\_\_  
Conference / Training / Workshop etc.

Requesting approval to take my personal vehicle.

Justification: ex. visiting family, etc.  
\_\_\_\_\_  
\_\_\_\_\_

And would like to request mileage reimbursement \_\_\_\_\_  
One way / Round-trip

Complete electronically by saving to your desktop and filling out the form. Once the form is completed please email request to Dr. Marlene Chavez-Toivanen at [marchave@nmsu.edu](mailto:marchave@nmsu.edu)

\_\_\_\_\_  
VPAA/Associate Director

\_\_\_\_\_  
Date

Dr. Marlene Chavez-Toivanen reply via email to requester and CC: [Gr\\_boffice@nmsu.edu](mailto:Gr_boffice@nmsu.edu)