

No staples please!



BUSINESS OFFICE TRAVEL REIMBURSEMENT REQUEST

(\*This form is to be submitted AFTER trip has been taken)

Date: \_\_\_\_\_

Mark One: In-State Travel Out-of-State Travel

Mark All that Apply: Per Diem (No Receipts Required) Actuals (Lodging) (Receipts Required) Mileage (Personal Vehicle/Approval Req) Airfare (Itinerary & Travel Req Required)

Requestor: \_\_\_\_\_

Banner ID#: \_\_\_\_\_ (Staff Member ID# 800\*\*\*\*\*)

Official Title: \_\_\_\_\_

Dept Index# \_\_\_\_\_ (Department Account to be billed: 500\*\*\*\*)

Destination From: \_\_\_\_\_ To: \_\_\_\_\_

Date Left \_\_\_\_\_ Time: \_\_\_\_\_ Date Return \_\_\_\_\_ Time: \_\_\_\_\_

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

Was Lodging Paid for by Host? YES NO, I had to pay for my own lodging: Requesting? Actuals (Attach Receipt) Per Diem

Were Meals provided by Host? YES #Breakfasts #Lunches #Dinners NO Meals were not Provided

Used School Vehicle

Used Private Vehicle (Please submit the Personal Vehicle Mileage Request form to the VPAA/Associate Director prior to taking the trip.)

Standard Mileage (Private Vehicle only)

I am not Requesting Mileage Reimbursement

or

Odometer Readings (Private Vehicle only)

Beginning \_\_\_\_\_ Ending \_\_\_\_\_

PLEASE ATTACH THE FOLLOWING (if you have not already submitted with your Travel Requisition):

Signed Receipts (For Lodging, Conference Fees, Baggage Fees, Cab Fare, Parking, etc)

Conference Agenda (If you did not provide one with your Pre-Authorization)

Email Approval from VPAA/Associate Director (If requesting Mileage for using Private Vehicle)

MapQuest (If claiming Standard Mileage for using Private Vehicle)

Airfare Confirmation

Airfare Equivalency Worksheet for Travelers Electing to Drive on Out-of-State trips (Form can be requested from Tanya)

Signature & Date: \_\_\_\_\_

Program Manager (Signature & Date)

Email Address \_\_\_\_\_

Grant Manager (Signature & Date)

Submit to Tanya Barela for processing