



NMSU Grants

Personal Vehicle Mileage Request

Personal Vehicle

Rate: 0.625 per mile

School Vehicle

Rate: Car: 0.20 per mile

Other: 0.15 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.

Requestor 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 / Roundtrip / Standard

Complete electronically then select email button, send file, email will appear or select Default email application, select continue. Then email Request to Dr. **Marlene Chavez-Toivanen @ marchave@nmsu.edu**

Dr. Marlene Chavez-Toivanen reply via email to requester and CC: **Gr_boffice@nmsu.edu**