

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** **Actuals (Lodging)** **Mileage** **Airfare**
(No Receipts Required) (Receipts Required) (Personal Vehicle/Approval Req) (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

Email Address _____

Grant Manager

Submit to Tanya Barela for processing