



# NMSU Grants

## Personal Vehicle Usage Request

### Personal Vehicle

Rate: 0.3625  
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 for business related travel.  
Please fill out this form completely **before** your scheduled trip.

Requestor Name \_\_\_\_\_  
Name Signature

Index Number \_\_\_\_\_

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

I would like to request mileage reimbursement ☐ One way ☐ Round-trip

Justification to use my personal vehicle.

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

Reimbursement for mileage is allowed only when employees are traveling from their primary official place of work on approved University business.

Supervisor/Prog Mgr/Dep. Head \_\_\_\_\_  
Signature

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**

\_\_\_\_\_  
Campus Executive and Academic Officer Date

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