



# 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

Dates

I will be going to

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](mailto:marchave@nmsu.edu)

Campus Executive and Academic Officer

Date

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