

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

If Meals were provided please indicate which day.

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
First Day			
Active Days	<u>#Breakfasts</u>	<u>#Lunches</u>	<u>#Dinners</u>
Last Day	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>

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

Odometer Readings (Private Vehicle only)

Beginning _____ Ending _____

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 Campus Exec. & Academic Officer (If requesting Mileage for using Private Vehicle)

Google Maps (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)

Requesters Signature _____

Email Address _____

Submit to Tanya Barela for processing