

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 request approval via email from President PRIOR to taking 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 President (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 Juanita)

Signature & Date: _____ Program Manager

Email Address _____ Grant Manager

Submit to Juanita Jose for processing