



NMSU Grants

Personal Vehicle Reimbursement Request

Personal Vehicle

Rate: 0.545 per mile

School Vehicle

Rate: Car: 0.64 per mile

Other: 0.42 per mile

This form is used when requesting to use your personal vehicle and you wish to request/claim mileage. Please fill out this form completely **before** your scheduled trip.

Requestor Name _____
Name

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

Requesting approval to take my personal vehicle.

Justification: ex. visiting family, etc.

And would like to request mileage reimbursement _____
One way / Roundtrip / Standard

Complete electronically then select email button , send file, email will appear or select Default email application, select continue. Then email Request to Dr. Best at **mbest@nmsu.edu**

Dr. Best reply via email to requestor and CC: **Gr_boffice@nmsu.edu**