



# Travel Pre-Authorization

(This form is required to be filled out & approved **PRIOR** to traveling)

**Please Check:**

In-State	Out-of-State <i>(Requires Level 2 Approval)</i>	Per Diem <i>(No Receipts Required)</i>	Actuals <i>(Receipts Required)</i>	Mileage
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**REQUESTING TRAVEL ADVANCE?***(Limited to 3 per Fiscal Year. Travel Advance Form due 4 weeks prior to departure date)*

Requestor: \_\_\_\_\_ Official Title: \_\_\_\_\_

Banner ID#: \_\_\_\_\_ (800\*\*\*\*\*) Dept Index: \_\_\_\_\_ (500\*\*\*\*)

Purpose of Trip *(State title of Conference/Workshop-ie. Attending: ASBDC Annual Conference, RCCA Annual Conference, etc)*

Destination: \_\_\_\_\_ (City and State)

Departure Date & Time: \_\_\_\_\_ am/ \_\_\_\_\_ pm Return Date & Time: \_\_\_\_\_ am/ \_\_\_\_\_ pm

**ESTIMATED COST OF TRIP**

**Registration:** *(You are required to complete a Purchase Requisition if NMSU is to pay for fees)* \$ \_\_\_\_\_

Will be paid by Requester-Reimbursement Required To be paid by NMSU

**Per Diem:** \_\_\_\_\_ days at \$ \_\_\_\_\_ p/day *(For meals and/or lodging if you are not requesting actuals)* \$ \_\_\_\_\_

**Lodging:** \_\_\_\_\_ *(Attach Quote-Lodging must be paid by traveler)* \$ \_\_\_\_\_

**Using School Vehicle:** *(Traveler please enter vehicle request in School Dude) Work Order#:* \_\_\_\_\_

**Personal Vehicle Mileage:** \_\_\_\_\_ miles at \$ \_\_\_\_\_ per mile. *(Estimated Mileage)* \$ \_\_\_\_\_

Email approval has been received from President on: *(Please attach written approval)*

Approved to be reimbursed mileage from/to: \_\_\_\_\_

Reason for NOT taking school vehicle (Out-of-State Trip or): \_\_\_\_\_

**Airfare Name:** \_\_\_\_\_ *(Attach quote)* \$ \_\_\_\_\_

<b>Requesting Reimbursement prior to Trip</b>	Process upon Return	Using Pcard
	<i>(To be used ONLY for Airfare or Conference Registration Fees)</i>	

Other: *(Cab Fare, Baggage Checks, Airport Parking, etc)* \$ \_\_\_\_\_

**Total Cost of Trip** \_\_\_\_\_

Signature of Requestor \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING (Required):**

Agenda	Airfare Quote	Hotel Quote	Personal Vehicle Approval
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**LEVEL 1 Approval** *(Traveler must get all required approvals before submitting to Tanya)*

Supervisor/Prog Mgr/Dept. Head	Date	Grant Manager/Budget Oversight	Date
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**LEVEL 2 (Approval REQUIRED for ALL Out-of-State Travel)**

President	Date	Business Manager	Date
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**Once Form is completed and all approval signatures are received please return to Tanya Barela**