

DEPARTMENT OF CHEMISTRY & BIOCHEMISTRY
NEW MEXICO STATE UNIVERSITY
TRAVEL FORM

Required documents for **ALL** reimbursements/advances: Air itinerary, back-up documentation
*For conferences please attach conference itinerary, for other travel please see Marissa or Kimberly

Instructions:

1. Please fill out index number(s) and what dollar amount or percentage to charge to each
2. Name, banner ID and job title MUST be filled in
3. Fill in reason for travel, the day AND time you departed and returned
4. Please check if you are requesting a travel advance, as well as all items you will be claiming for reimbursement. Detailed receipts must be turned in upon your return.
5. Save file and email to chemtravel@nmsu.edu PRIOR to your trip
6. Upon your return submit all original receipts pertaining to your reimbursement. Smaller receipts such as fuel receipts or meal receipts must be taped to an 8x11 sheet of paper.

Index Number: _____ at _____ Amount Percent
Index Number: _____ at _____ Amount Percent
Index Number: _____ at _____ Amount Percent

Name of Traveler: _____ Banner ID: _____
Job Title: _____

Destination (City & State): _____

*For foreign travel, please attach [international travel agreement](#), must be submitted 20 days prior to departure

Purpose of Trip: _____

*Please provide detailed purpose and include name of Conference/Meeting

Departure Date & Time: _____

Return Date & Time: _____

Requesting Travel Advance: Yes No

*Available only to NMSU employees, must be requested 3 weeks in advance of trip to ensure timely payment

Reimbursement Details: Please place a checkmark next to the items you will be claiming

- Lodging Per Diem
- Lodging Actuals *Allowed for official conference hotels only; otherwise, if actuals exceed per diem rate, **PRIOR** approval must be granted by A&S Dean
- Meal Per Diem
- Meal Actuals *Detailed/itemized receipts required
- Airfare
- Rental car
- Personal car/mileage
- Registration fee
- Airport Parking
- Other

Please List: _____

**Per diem is NOT allowed for non-employees, this includes undergraduate/graduate students who are not employed by NMSU. All receipts must be detailed and include method of payment. If you are not able to provide a detailed receipt, you must submit a bank or credit card statement as proof of payment.