

DEPARTMENT OF CHEMISTRY & BIOCHEMISTRY  
NEW MEXICO STATE UNIVERSITY  
TRAVEL FORM

Instructions:

1. Complete each section of the form.
2. If you are requesting a travel advance you must include the flight itinerary and receipt, hotel reservation, meeting registration and flyer or meeting agenda. Submit a minimum of 3 weeks prior to travel.
3. Email to chemtravel@nmsu.edu PRIOR to your trip. (3 weeks prior for travel advances).
4. Upon your return scan and submit all original receipts pertaining to your reimbursement to chemtravel@nmsu.edu. (This includes pcard prepaid receipts, like flights and registration.)
5. Maps are required for all rented car rides. (Uber, Lyft, etc.)

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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 and what you will be doing, presenting, attending speaking.

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.