

Travel Reimbursement Request

Travel Policy - <http://policy.unm.edu/university-policies/4000/4030.html>

Submit electronic receipts and conference flyer/agenda along with this request, no more than **15** days after return of travel. All international travel requires prior approval, as well as, all domestic travel using grant funding.

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1. Name: _____ Banner ID#: _____
 2. Charge Index # or Name: _____
 3. Departure Date from NM: _____ Arrival Date to NM: _____
 4. Conference Date(s) : _____ Destination: _____
 5. Business purpose (benefit to UNM): _____
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6. Please indicate the amount(s) you are requesting:

- Airfare: _____ ; Baggage Fee: _____ ; Personal travel included? YES NO
- Lodging: _____ ; Is this the conference hotel? YES NO If no, explain your arrangements: _____
- Parking @ hotel: _____ ; Internet Service: _____ ; Taxi/Airport Parking: _____
- Registration/Conference Fee: _____ ; Conference meals provided? *YES NO
- Car Rental (only Enterprise or National): _____ ; Gas receipts: _____
- Mileage @ \$0.535/mile: _____ If claiming mileage in lieu of flying, include 3 airfare quotes using the travel dates from *Expedia* or *Travelocity*. Do not submit gas receipts if requesting mileage.
- Requesting Per Diem? Yes No Any other receipt(s): _____

7. *Supporting comments: _____

8. Indicate prepaid expenses by the department: _____

9. Estimated Grand Total: \$ _____ 10. Signature: _____

Submit to Psychology Fiscal Staff.