] Faculty 🔄 Staff 🔄 Student 🔄 Foreig	gn Student 🛛 Other – Please Specify:	
AME:		
MAIL:		S):
ATES OF TRAVEL:		
URPOSE OF TRIP & BENEFIT TO UNM:		
	f the trip/purchase for all items that apply. Itemized rec	eipts for all allowable expenditures beir
<mark>aimed for reimbursement must be provided</mark> . You may ref	fer to UNM Policy 4030 for clarification- https://policy.unm.	edu/university-policies/4000/4030.html.
<u>er Diem / Meals</u>		
Per diem reimbursement (NOTE: Rate will be based How many meals should be <u>excluded</u> from the per description.	d on the current UNM Policy) diem calculation? Breakfast: Lun	ch: Dinner:
List dates of exclusions:		
	bursement (as directed by PI / Faculty sponsor), itemized rec	eipts attached.
equired Receipts/Documentation		Pre-naid by MF Staff? Yes N
Conference / Meeting Agenda or Schedule		
	fees, tolls, etc.)	
(Includes rental, public transportation, tuel, parking t Mileage / Personal Vehicle	tees, tolis, etc.)	
(NOTE: The Chrome River system calculation will b	be used. If traveling out of state, you will need to attach 3 airfa	are quotes based on the time /
(NOTE: The Chrome River system calculation will b duration of your trip.)		
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