

REQUEST FOR TRAVEL REIMBURSEMENT FORM

☐ Faculty ☐ Staff ☐ Student ☐ Foreign Student ☐ Other – Please Specify: _____

NAME: _____ TODAY'S DATE: _____

EMAIL: _____ BANNER ID NO. (LAST 4 DIGITS): _____

DATES OF TRAVEL: _____ DESTINATION: _____

PURPOSE OF TRIP & BENEFIT TO UNM: _____

Please provide complete and accurate documentation of the trip/purchase for all items that apply. Itemized receipts for all allowable expenditures being claimed for reimbursement must be provided. You may refer to UNM Policy 4030 for clarification- <https://policy.unm.edu/university-policies/4000/4030.html>.

Per Diem / Meals

- ☐ Per diem reimbursement (NOTE: Rate will be based on the current UNM Policy)
How many meals should be excluded from the per diem calculation? Breakfast: _____ Lunch: _____ Dinner: _____
List dates of exclusions: _____
- ☐ Actual meal expenses are being requested for reimbursement (as directed by PI / Faculty sponsor), itemized receipts attached.

Required Receipts/Documentation

- ☐ Conference / Registration Fee Pre-paid by ME Staff? ☐ Yes ☐ No
- ☐ Conference / Meeting Agenda or Schedule
- ☐ Airline Ticket Receipt & Itinerary Pre-paid by ME Staff? ☐ Yes ☐ No
- ☐ Hotel Receipt (Must be itemized) Pre-paid by ME Staff? ☐ Yes ☐ No
- ☐ Ground Transportation Receipts Pre-paid by ME Staff? ☐ Yes ☐ No
(Includes rental, public transportation, fuel, parking fees, tolls, etc.)
- ☐ Mileage / Personal Vehicle

(NOTE: The Chrome River system calculation will be used. If traveling out of state, you will need to attach 3 airfare quotes based on the time / duration of your trip.)

- ☐ Bank / Credit Card Statement (NOTE: If a purchase is made in foreign currency, your statement will be needed to show actual payment in U.S. dollars. Please be aware, under other certain circumstances, we may need to request this from you for other expenditures.)
- ☐ Other receipts documenting any other necessary business expenses incurred during trip. (NOTE: Purchasing will not process the reimbursement without a full explanation of the cost & benefit to UNM. You may attach a separate sheet to explain the business purpose of each individual receipt.)

Justification

Justification required if / when (you may attach a separate sheet as needed):

- Airfare - Explain: If American carrier was not used or your seats are an upgrade from economy/coach (attach screen shots if there was no availability)
- Rental Vehicle - Explain: why you need a rental / why Enterprise or National was not used / why a compact size was not rented.
- No Itemized Receipt? Explain why it is not included. Provide a list of items purchased for each receipt, along with the business purpose.
- Late Submission: 20 business days after last day of travel/ Reimbursements are taxed at 60 days after last day of travel, no reimbursements after 180 days from last day of travel

Accounting

INDEX NUMBER: _____ or if unknown PROJECT DESCRIPTION: _____

Approval

PI: _____ PI SIGNATURE: _____
☐ PI will authorize via email (attached) DATE: _____

Do not write below this line

FOR ADMINISTRATIVE USE ONLY

Do not write below this line

DATE RECEIVED: _____ EXPENSE REPORT NO.: _____

DATE COMPLETED: _____ AMOUNT: _____

NOTES: _____