

NEW MEXICO STATE UNIVERSITY LIBRARY

Travel Reimbursement Request Form

Name: _____ Today's Date: _____

Department: _____

Reason for Travel/Training:

- | | |
|--------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Attend workshop | <input type="checkbox"/> Give presentation |
| <input type="checkbox"/> Attend conference | <input type="checkbox"/> Participate in donor stewardship |
| <input type="checkbox"/> Attend meeting | <input type="checkbox"/> Other: _____ |

Event/Activity: _____

Traveled to: _____

Depart Las Cruces: Date: _____ Time: _____ am pm

Return to Las Cruces: Date: _____ Time: _____ am pm

I am claiming Per Diem

TRAVEL EXPENSES (*Need meal receipts if claiming actual expenses)

Travel Dates						
<i>Breakfast*</i>						
<i>Lunch*</i>						
<i>Dinner*</i>						

Please attach the following if applicable:

- Agenda or schedule of meeting/training

Expenses:

- Airline ticket, itinerary and payment receipt
- Airport parking receipt
- Registration receipt
- Lodging receipt showing your name (balance due must be zero)
- Shuttle and/or taxi receipts
- Car rental and fuel for rental receipts
- Business meal receipt(s) signed by you on the back and list of guests' names
- Documentation for all other expenses approved for reimbursement that require a receipt

Other Expenses:
