NEW MEXICO STATE UNIVERSITY LIBRARY
Travel Reimbursement Request Form

Name: ________________________________  Today’s Date: ________________________________

Department: ________________________________

Reason for Travel/Training:
  □ Attend workshop  □ Give presentation
  □ Attend conference  □ Participate in donor stewardship
  □ Attend meeting  □ 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)

<table>
<thead>
<tr>
<th>Travel Dates</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner*</td>
<td></td>
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</tbody>
</table>

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:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________