

### Required Information

	Index #: _____
Name: _____	UNM ID #: _____
Preferred Email: _____	Today's Date: _____
Business Purpose (What is the benefit to UNM?): _____	
_____	
_____	
_____	

Required for Travel			
Destination:	Departure:	Return:	
_____	Date	Time	Date
_____	_____	_____	Time

**Instructions:** Please mark the box next to each type of expense (prepaid & out of pocket) related to your request. For each expense provide the required documentation on a separate sheet of paper as needed. Receipts smaller than 8 1/2" x 11" must be taped (do not staple) on all four edges to a blank piece of white paper to allow for document scanning. If applicable, a meal per diem will be calculated and included in your reimbursement. Submit completed form and all documentation to the Department of Civil Engineering.

- | Expense Type:                             | Required Documentation:  |
|---|--|
| <input type="checkbox"/> Airfare          | Airfare receipt and itinerary. Provide itinerary if airfare was prepaid by the Department of Civil Engineering.                  |
| <input type="checkbox"/> Rental Vehicle   | Rental car receipt and related fuel receipts. Include list of any additional passengers.   |
| <input type="checkbox"/> Personal Vehicle | Beginning and ending odometer reading, list of additional passengers. Note any miles that are unrelated to business purpose.     |
| <input type="checkbox"/> CE Vehicle       | Dept. of CE vehicle number, beginning and ending odometer reading and fuel receipts. Include list of additional passengers.      |
| <input type="checkbox"/> Fuel             | Original itemized receipt.   |
| <input type="checkbox"/> Transportation   | Taxi, bus, train, etc. Provide an original receipt and a list of any additional passengers paid for on receipt.                  |
| <input type="checkbox"/> Lodging          | Itemized receipt. Include list of any additional occupants. A per diem may be requested in lieu of actual lodging expense.       |
| <input type="checkbox"/> Conference       | Registration receipt, program and agenda. Note any meals provided by the conference.   |
| <input type="checkbox"/> Parking          | Original itemized receipt.   |
| <input type="checkbox"/> Goods            | Original itemized receipt for materials, supplies, rental fees, etc.   |
| <input type="checkbox"/> Food             | Original itemized receipt. Include agenda, a list of attendees and their affiliations when purchasing for a group of 20 or less. |
| <input type="checkbox"/> Other            | Explain: _____   |
| <input type="checkbox"/> Other            | Explain: _____   |
| <input type="checkbox"/> Other            | Explain: _____   |

Notes: \_\_\_\_\_

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