



Reimbursement Request Form

For Travel and Goods

Required Information

DPI #: _____

DPEZ #: _____

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 Sophia Alvarez, Honors College Administrator.

Expense Type Required Documentation and Reimbursement Amount

- Airfare Airfare receipt and itinerary. Provide itinerary if airfare was prepaid by the Honors College. _____
- Rental Vehicle Rental car receipt and any related fuel receipts. Include list of any additional passengers. _____
- Personal Vehicle Beginning and ending odometer reading, list of additional passengers. Provide Google map of your trip and three flight options. _____
- Fuel Original itemized receipt. _____
- Transportation Taxi, bus, train, etc. Provide an original receipt and a list of any additional passengers paid for on receipt. _____
- Lodging Itemized receipt. Include list of any additional occupants. A per diem may be requested in lieu of actual lodging expense. _____
- Conference Registration receipt, program and agenda. Note any meals provided by the conference. _____
- Parking Original itemized receipt. _____
- Per Diem Formula for calculation is located on the back of this form. # of Breakfasts: _____ # of Lunches: _____ # of Dinners: _____
- Food Original itemized receipt. Include agenda and 5 Ws (Who, What, When, Where, Why). _____
- Goods Original itemized receipt for materials, supplies, rental fees, etc. _____
- Other Explain: _____

Notes: _____

Office Use Only:

Approved? Yes No If no, reason: _____

Index: _____ Account Code: _____

Returned for Correction: _____ Date: _____

Completed By: _____ Date: _____

ADDITIONAL INFORMATION

Airfare : Premium seating, early boarding, and other similar charges are not allowable. If traveler did not fly directly to business destination, provide three quotes for business travel dates from a site such as Expedia or Travelocity to document what cost would have been. (The flight is allowable if the amount is lower than the cost of actual flight, or lowest quote.)

Rental Vehicle : Supplemental insurance coverage, prepaid fuel, and GPS charges are not allowable.

Personal Vehicle : When traveling out of state, if driving due to personal preference, provide three quotes for business travel dates from a site such as Expedia or Travelocity to document what cost would have been. (Mileage is allowable if the amount is lower than the cost of actual flight, or lowest quote.) If nature of trip required travel by vehicle, provide adequate explanation.

Fuel : Fuel will not be reimbursed unless it is less than mileage.

Lodging : Reimbursement is allowed for Room and Tax charges ONLY. UNM will only reimburse for one night before event and/or one day after event. If it is necessary to stay for an extra duration, please specify in a memo why it was needed. Receipt must be for a single person. UNM will not pay for the lodging of spouses, partners, or friends.

Per Diem : Please refer to the following time table for allowable Per Diem.

Partial Period	Allowable if Depart at/or Before	Allowable if Return at/or After	% of Per Diem Allowed for Meal
Breakfast	6:00 a.m.	7:00 a.m.	20%
Lunch	12:00 p.m.	1:00 p.m.	25%
Dinner	6:00 p.m.	7:00 p.m.	55%

Food : The expenditure of funds for food and refreshments should be cost-effective and reasonable. Generally, meal costs should be comparable to state per diem meal rates, and light refreshments should cost no more than five dollars (\$5.00) per attendee.

Goods: UNM does not pay gross receipts tax on purchases of tangible property from nongovernmental entities (except restaurant charges).