



REIMBURSEMENT FORM

PLEASE RETURN FORM AND RECEIPTS TO:

Cornelia Platero
Electrical and Computer Engineering Department
(505) 277-0368
Corne956@unm.edu

PROMPT REIMBURSEMENTS depend on accurate documentation that the traveler must provide. The following checklist will assist the traveler in providing this important information.

NAME UNMID

TODAY'S DATE

EMAIL

The University business purpose of the travel, and all required supporting documentation (including receipts) must be provided. The traveler and the applicable Dean, Director, or Department head must approve the request. For travelers whose costs will be covered under a contract or grant, the principal investigator (PI) for the contract or grant is required to approve the request. All international travel must be approved prior to the travel request. NOTE* 5W's directions page 2.

Purpose of Travel (What is the benefit to UNM)

REQUIRED FOR TRAVEL

Destination: (All international travel must be approved by the Dean, Director or Department Head)

Departure Date and Time

Return Date and Time

Does the above include any personal travel? Yes No If yes, indicate amount of time to be excluded from reimbursement

ORIGINAL REQUIRED RECEIPTS

Airfare - receipt and itinerary. Was it prepaid by UNM? Yes No Premium seating, early boarding, and other similar charges are not allowable. If a 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.)

Vehicle Rental - rental car receipt and any related fuel receipts. (ENTERPRISE / NATIONAL)

List any additional passengers

_____ Public transportation – taxi, shuttle, UBER/LYFT, etc. Provide an original receipt and list of any additional passengers _____

Yes _____ No _____

_____ Hotel 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. The receipt must be for a single person. UNM will not pay for the lodging of spouses, partners, or friends.

_____ Conference – registration receipt, program and agenda, Note- list any meals provided by the conference (date and type of meal). Prepaid by UNM? Yes _____ No _____

_____ Per Diem (meals) - the per diem rate is based in the location where the business event occurred. Please indicate meals provided by the conference (date and type of meal)

_____ Personal vehicle. Odometer reading: Beginning _____ Ending _____
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 the nature of trip required travel by vehicle, provide adequate explanation.

NOTE*

For all expenses please include the 5W's and how it benefits the University (For travel please attach airfare, lodging, and agenda) along with any other supporting documentation. The header should be the 'overall' 5 W's– Who, What, Where, When and Why and How it benefits the University. The line item detail is – per diem, taxi, mileage, hotel, etc. (description of individual expense).

Office Use Only
Approved – Yes _____ No _____ If no, provide explanation _____
Index Code _____ Account Code _____
Approved by and Date