**Student TRAVEL Reimbursement Request**

**Payee Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
| Mailing AddressCity, State, Zip |  |
| Phone Number |  | Email Address |  |
| Secondary Email |  | Banner ID |  |

**Travel Details:** travel documentation must be attached to this form for reimbursement, see guidelines below

|  |  |  |  |
| --- | --- | --- | --- |
| Departure Date/Time |  | Return Date/Time |  |
| Destination(s) |  |
| Brief description of UNM-related activitiesat destination |  |
| How this travel benefits dept and University |  |

**Funding Sources:** please attach funding approvals (emails, or other documents supporting funding) to this form

|  |  |  |
| --- | --- | --- |
| Index  | amount | 123 |

**Expenses:** Original receipts must be attached to this form for reimbursement, see guidelines below.

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  Expense Detail (payee, purpose) | Amount | UNM Prepaid?  |
|  |  |  |  |
|  |  |  |  |
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**UNM Geography & Environmental Studies / Principal investigator approval**

Print name Signature Date

Airfare Air fare receipt and itinerary (if prepaid by UNM attach e ticket)

Rental Vehicle Rental Car receipt and related fuel receipts and list of passengers

Personal Vehicle Beginning and ending odometer reading (photo preferred) fuel receipts and list of passengers

Parking & Transportation Vehicle expenses: parking, fuel, taxi, bus, train, attach original receipts and list of other passengers

Lodging Itemized receipt, list of additional occupants

Conference Expenses Registration receipt, program and agenda (note any meals provided by the conference)

Food Original itemized receipts, list of attendees and affiliations when purchasing for a group 1 to 20

Email & Return this form and receipts to Department Contact

UNM Bandelier West, Room 215 / 505 277-5041 / geography@unm.edu

