



Pre-Travel Request Form

Requester Information:

Name			
Mailing Address City, State, Zip			
Phone Number		UNM Email Address	
Secondary Email Address		Banner ID	

Travel Details:

Departure Date		Return Date	
Destination(s)			
Please include the business purpose of <u>how</u> this expense will benefit the University and the department.			
Example:	The business purpose for this expense is to allow the travel to the annual AAG. This will allow for research to be presented and will promote collaborations with peers from other universities. It will also allow for recruitment of potential students. This is in alignment with UNM and GES research mission.		

Expense Estimates: Expenses exceeding this estimate will require additional approval by authorized index signer.

Expense	Price in Dollars (\$)	Notes:
Registration		
Fees		
Hotel		
Airfare		
Car rental		
Per Diem		
Other		
Total Expense		

Traveler Signature

Note: By signing this form you are confirming that all estimated expenses above are for an approved UNM business purpose.

Traveler name _____ Signature _____ Date _____

UNM Geography & Environmental Studies / Principal investigator approval

Funding Sources:

Index	Amount Authorized (\$)
Total Amount Authorized (\$)	

Authorized PI name _____ Signature _____ Date _____

Post-Travel Reimbursement Request Form

Payee Information: *Complete this section only if information has changed from the pre-travel form submission.*

Name			
Mailing Address City, State, Zip			
Phone Number		UNM Email Address	
Secondary Email		Banner ID	

Travel Details: *Complete this section only if information has changed from the pre-travel form submission.*

Departure Date		Return Date	
Destination(s)			
Please include the business purpose of <u>how</u> this expense will benefit the University and the department.			
Example:	The business purpose for this expense is to allow the travel to the annual AAG. This will allow for research to be presented and will promote collaborations with peers from other universities. It will also allow for recruitment of potential students. This is in alignment with UNM and GES research mission.		

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

Date	Expense Detail	Amount	UNM Prepaid?

Documentation Required:

- | | |
|--------------------------|--|
| Agenda | Agenda/itinerary from the conference or meeting that was attended |
| 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 itemized receipts |
| 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 |

Funding Sources:

Index	Amount
Total Amount	

Authorized PI name

Signature

Date

Email or Return this form and receipts to Department Contact
UNM Bandelier West, Room 222 / 505 277-5041 / geography@unm.edu



THE UNIVERSITY of
NEW MEXICO

CHROME RIVER

Reimbursement Approval Form UNM Students

By signing below, I hereby certify that all expenses being claimed for reimbursement on the Chrome River Expense report number noted below are true and correct to the best of my knowledge, are for legitimate business purposes for UNM, and that no portion of the amount being claimed has been paid or reimbursed by any other source.

Total Amount of Request:

Chrome River Expense report number:

Student Name:

Banner ID:

Student Signature: _____

Date: _____

Email this completed form to Department Contact
UNM Bandelier West, Room 222 / 505 277-5041 / geography@unm.edu

Travel Planning, Booking, and Reimbursement Process

Before Travel:

- Submit signed pre-travel form at least two weeks before travel needs to be booked if the department will be booking the travel on a University P-card.
- **Provide an itinerary from the conference/meeting that you are attending.**
- If you are planning to book travel that will later be reimbursed, you may do so immediately after submitting this pre-travel signed form.
- Whenever possible, book lodging at or below the GSA rate for the location you are visiting. See <https://www.gsa.gov/travel/plan-book/per-diem-rates> for GSA rates.
- If you are a student, please fill out a Chrome River reimbursement approval form which is included in this packet.

During Travel:

- Keep itemized receipts for all expenses (transportation, lodging) to facilitate reimbursement.
- Food will normally be reimbursed on a per diem basis and only for meals not provided by the event you are attending. (GSA per diem rates can be found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>)

Upon Return from Travel:

- Complete attached "Post-travel Reimbursement Form".
- Submit post-travel reimbursement form, along with itemized receipts for travel expenses to the department Administrator in person or by emailing geography@unm.edu.
- If you are a student, please fill out a Chrome River reimbursement approval form which is included in this packet.