

TRAVEL REIMBURSEMENT SUMMARY

Submitted Date: _____

Employee Name: _____ Travel Advance Received? Yes No

Destination: _____

Purpose of Trip: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Index # OR Index/Project Name: _____

Airport Mileage Claiming mileage to/from airport? Yes No
Claiming Roundtrip Claiming One-Way

Other Mileage (MapQuest attached OR odometer readings provided below)

Beginning odometer reading: _____ Ending odometer reading: _____

Airline Tickets (itinerary attached)

Total Amount: _____ Charged to NMSU Paid by Employee

Lodging

Would you like to claim "per diem" lodging? (No receipts required) Yes No

If yes, please list dates _____

Actual amount claiming for lodging (receipt w/zero balance attached): _____

Meals

Were any meals provided by conference? Yes No

If yes, please list dates and meals provided: _____

Would you like to claim "per diem" for any meals? (No receipts required) Yes No

If yes, please list dates: _____

Actual amount claiming for meals (receipts attached): _____

Registration and/or Membership Fees (receipts attached): _____

Miscellaneous Expenses (internet, baggage fees, taxi, metro, bus, parking, rental car... receipts attached)

