



THE UNIVERSITY of
NEW MEXICO

Travel Reimbursement Request

UNM Taos Department of Instruction
1157 County Road 110 * Ranchos de Taos, NM 87557 * (575)737-6225/Fax: (575)737-3680

Name:	
Street/Mailing Address:	
City/State/Zip:	
Social Security Number:	Banner ID:
Course Name & Call Number (Faculty only)	

Please list travel dates, departure/return times, and include your purpose of travel. If you traveled to/from a location other than Albuquerque, Los Alamos, Taos or Santa Fe, please include your beginning and ending odometer reading!

Travel Date	Traveled To/From <small>*Use Beg/End Odometer Reading ONLY when applicable</small>	Departure Time (D) Return (R)	Purpose of Travel
	Destination: Beg: End:	D: R:	
	Destination: Beg: End:	D: R:	
	Destination: Beg: End:	D: R:	
	Destination: Beg: End:	D: R:	
	Destination: Beg: End:	D: R:	
	Destination: Beg: End:	D: R:	
	Destination: Beg: End:	D: R:	

I hereby certify that the above travel has been completed for the stated purpose, that the expenses incurred were necessary and proper, that the above itemized account is just and true in all respects, and that no part of amount requested has been paid.

Signature of Traveler

Date

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**FOR OFFICIAL USE ONLY:**

|                                              |              |    |                                               |                  |
|----------------------------------------------|--------------|----|-----------------------------------------------|------------------|
| <b>Breakfast (20%)</b><br>6:00 am to 7:00 am | ___ @ \$     | \$ | ___ Trips @ ___ mi ea.<br>= ___ mi @ 0.42/mi. | \$               |
| <b>Lunch (25%)</b><br>12:00 pm to 1:00 pm    | ___ @ \$     | \$ | ___ Trips @ ___ mi ea.<br>= ___ mi @ 0.42/mi. | \$               |
| <b>Dinner (55%)</b><br>6:00 pm to 7:00 pm    | ___ @ \$     | \$ | ___ Trips @ ___ mi ea.<br>= ___ mi @ 0.42/mi. | \$               |
|                                              | M & IE Total | \$ |                                               | Mileage Total \$ |

**GRAND TOTAL: \$**