

EMPLOYEE/NON-EMPLOYEE TRAVEL REQUEST

EMPLOYEE:

Registration Fee: Need prior approval of travel request before paying registration fee

Prepare and route for signatures at least 2 weeks prior to travel being done

If ADVANCE is being requested, route for signatures at least 3 weeks prior to travel

Provide all backup information:

- Registration fee documentation
- Conference Agenda or relevant email pertaining to the conference/meeting/training
- Hotel accommodation information (if applicable)
- Preliminary flight itinerary (if applicable)
- Driving vs Flying:
 - Mileage x rate = \$ _____
 - Airfare – website estimate for airfare and car rental
(to be used for comparison – lesser of two, possible reimbursement)

Include information as to your name, phone, and address for mailing reimbursements back to you for processing (see Travel Request Form for details)

INTERNATIONAL TRAVEL:

**(SUBMIT FORMS TO INTERNATIONAL AND BORDER PROGRAMS OFFICE
AT LEAST 20 DAYS PRIOR TO TRAVEL)**

All travel out of the United States is to be processed through the NMSU International and Border Programs Office: (Forms can be found at the NMSU Business and Finance Office Site:

<http://www.nmsu.edu/-boffice/forms/index.html>)

Travel Request should be approved prior to submitting request to Internationals Programs.

Copies of the approved International Travel forms are to be attached to the Travel Request.

Forms to be completed:

Faculty/Staff:

- International Travel: Faculty/Staff Authorization Form
- International Travel: Waiver, Release, and Hold Harmless Agreement

Student Travel:

- Approval of Student International Travel
- International Travel: Waiver, Release, and Hold Harmless Agreement

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MILEAGE:

- *To be submitted at least every 3 months starting July, August, Sept. – authorized to be reimbursed only 3 months past – monthly best way)*
- **Local Mileage Memo:** Complete and have supervisor sign for approving mileage (*include calculator tape of total miles and amount to be reimbursed*)

PETTY CASH:

- **Reimbursement:** less than \$50.00
Attach “Mileage Memo” to a “Petty Cash Request” form; obtain approval for reimbursement, and bring to the Business Office at Central Campus, Room 114B (see form for hours)

(NOTE: *If requesting that Petty Cash be sent through Interdepartmental Mail -- indicate this on the Petty Cash Form – **you run the risk of it being lost in the mail***)

- **Reimbursement:** \$50.00 and over
If \$50.00 or more then complete “Travel Request Form” and attach all documentation
Route to Business Office (no need to get signatures on the Travel Request since the supervisor has signed off on the “Memo” itself).
Will be processed as all other reimbursements

NON-EMPLOYEE:

- Reimbursement for a non-employee will be done on a “Direct Pay Request” form
- **Remember:** non-employees CANNOT be reimbursed Per Diem, but ACTUALS ONLY – meal receipts need to have food purchases itemized.
- A “**Vendor Questionnaire**” will need to be completed by all Non-Employees prior to reimbursement for any of their expenses (form can be found at the NMSU Business Office website (<http://www.nmsu.edu/~boffice/>))

Complete the “Travel Request” form, indicating reimbursement is needed. Provide all original receipts and route as with all other Travel Request forms for appropriate signatures.

Complete a “Non-Employee Travel Mailing Information” Form and attach to the “Travel Request” form (no approving signatures required on this form).

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ADDITIONAL WEBSITES:

NMSU BUSINESS OFFICE:

- <http://www.nmsu.edu/~boffice/>

TRAVEL:

PER DIEM FY 2013 – Effective October 1, 2012 (check each October for updated per diem list)

- http://www.nmsu.edu/~travel/travel_pdf/Per%20Diem-Oct%202012.pdf

MILEAGE – Round-Trip

- http://nmsu.edu/~travel/travel_pdf/mileagefigures.pdf

MEALS & LODGING RATES (check each October for updated per diem list)

- http://nmsu.edu/~travel/travel_pdf/meals_lodging.pdf