

# Travel Request & Reimbursement Form

Travel Request **must** be submitted to the Business Office, along with the Purchase Requisitions, **6-8 weeks** prior to the travel date. Requests submitted less than 6 weeks before the travel may be subject to denial of payment resulting in the traveler covering the costs upfront and receiving reimbursement after the travel has occurred.

Name of Traveler: \_\_\_\_\_ Banner ID: \_\_\_\_\_

DOB: \_\_\_\_\_

Conference Name: \_\_\_\_\_

Location: \_\_\_\_\_ Dates of travel: \_\_\_\_\_

Registration deadline: \_\_\_\_\_ Membership Information: \_\_\_\_\_

Personal Travel included?  Yes  No

## Airfare

3 quotes must be included, per UNM Policy, the cheapest flight will be paid/reimbursed. Preference to Southwest.

1<sup>st</sup> choice: \_\_\_\_\_

I want to be contacted by the airline via:  Phone  Email  Text

Email address preferred for airline contact: \_\_\_\_\_

Phone number preferred for airline contact: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## Hotel

Hotel name: \_\_\_\_\_

Rate: \$ \_\_\_\_\_

Is this the conference hotel?  Yes  No If no, why is the conference hotel not used?

\_\_\_\_\_

How does this conference benefit the University? \_\_\_\_\_

\_\_\_\_\_

|                | Index | Cost | Paid by UNM | Paid by Traveler |
|----------------|-------|------|-------------|------------------|
| Conference Fee |       |      |             |                  |
| Airfare        |       |      |             |                  |
| Hotel          |       |      |             |                  |
| Other Expenses |       |      |             |                  |
| Total Budget   |       |      |             |                  |

Pre-approval: \_\_\_\_\_

PI/Department Manager

Date

## Request for Reimbursement

Traveler requests to be reimburse for the following expenses in the amount of \$ \_\_\_\_\_

- Mileage  Shuttle/Ride Share  Hotel  
 Conference Registration  Per Diem  Parking  
 Airfare  Other: \_\_\_\_\_

Final Approval: \_\_\_\_\_

PI/Department Manager

Date