SCHOOL OF ARCHITECTURE & PLANNING

Post-Travel Reimbursement Form for Out of Pocket Expenses

To be submitted within 15 days of your return. Please complete all applicable fields.

Date: **Name:** **Banner ID:** **Email:** **Phone:**

This form is to request a reimbursement for allowable costs of travel. Please return after your travel. It cannot be processed until your travel is complete and your receipts (including Pre-Travel Approval and Request Form) are received. Reimbursements submitted more than 60 days post-travel are reported as taxable income. Expenses older than 180 days are no longer reimbursable. All UNM travel policies can be referenced in the Administrative Policies and Procedures Manual under Policy 4030.

Business Purpose of Travel

☐ **FLIGHT** Index #:

Attach itinerary, receipt showing the last 4 digits of the card with which you paid, and itinerary for your trip.

Flight Expense

☐ **HOTEL** Index #:

Attach receipt with the last 4 digits of the card with which you paid.

Hotel Expense

☐ **RENTAL CAR** Index #:

Attach receipt with the last 4 digits of the card with which you paid.

Rental Car Expense

☐ **OTHER TRAVEL RELATED EXPENSES NOT INCLUDED ABOVE** Index #:

Attach itemized receipts for these expenses.

Are you requesting per diem? Yes ◉ No ○

Per diem will be calculated by Chrome River Expense at time of reimbursement.

Parking	
Bag Fees	
Mileage	0.00
Taxi /Rideshare	
Conference Dues/Fees	
Miscellaneous	

This field will auto-fill from mileage report.

Other Expenses 0

Reimbursements are subject to availability of funds, UNM regulations, and funding agency restrictions. I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all aspects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that any travel associated with the above expenses has been completed for the stated UNM Business Purpose.

Total Reimbursement Requested

Traveler Date

Other Date

Other Date

Other Date

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Mileage Odometer Report

This form is used for reimbursement use of your personal vehicle for business.
Reimbursement for mileage is intended to cover all costs associated with owning the vehicle, including gasoline, maintenance and repairs, and insurance.
It is to be submitted with the Post-Travel Reimbursement Form and completed within 15 days of your return. Please complete all applicable fields.

	Departure Date	Return Date	Departed From / Destination / Returned To			Business Purpose	Odometer Readings		Business Miles	Personal Miles	Reimburseable Miles
							Beginning	Ending			
Example:	1/1/23		2401 CENTRAL AVE NE	NM SCHOOL FOR THE ARTS		PREVIEW SPACE FOR ADSA PROGRAM	10,000	10,064	64	4	60
			NM SCHOOL FOR THE ARTS	NMSU ABQ CAMPUS		PICK UP INSTRUCTIONAL MATERIALS	10,064	10,124	60		60
		1/1/23	NMSU ABQ CAMPUS		2401 CENTRAL AVE NE	RETURN TO CAMPUS	10,124	10,134	10		10
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** Mileage completed after 1/1/23 will be reimbursable at a rate of $0.655 per mile.*
** Mileage associated with commuting is a personal expense and may not be reimbursed.*
** Consistent with the New Mexico State Per Diem and Mileage Act, use of a personal automobile for official University business may be reimbursed up to the IRS standard mileage rate in effect for the time specified in the New Mexico Per Diem and Mileage Act.*
** Note: Reimbursement forms submitted more than 60 days post-travel are reported as taxable income. Expenses older than 180 days are no longer reimbursable.*

0 Total Business Miles x $ 0.655

Total Reimbursement Requested
(total business miles x $0.655) $ 0.00

I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that the mileage being claimed was completed for the stated UNM Business Purpose.

Traveler Date