

Form Instructions

Section 1:

1. Enter your name, UNM email address, and today's date.
2. Enter the project index number. If you do not know this number, ask your supervisor.
3. If requesting reimbursement for travel expenses, enter your destination, departure, and return dates and times.

Section 2:

1. Enter a brief business purpose describing the need for the expense and how it benefited UNM.

Section 3:

1. For each expense for which you are requesting reimbursement enter the date it was incurred, a brief description, and the dollar amount.
2. Indicate the total mileage and the total dollar amount of reimbursement for business use of a personal vehicle. Use of a personal vehicle for business travel must also be documented by completing the department provided mileage log or by documenting your route via Google Maps.
3. Indicate the dates for which you expect to receive a meal per diem. A daily meal per diem will be calculated for you based on travel location and dates. Except for food purchased for attendees of a business meeting, it is not necessary to provide meal receipts as actual meal costs incurred while traveling will not be reimbursed. Please note any meals that were provided for you at conferences, or provided by any other source.
4. You may use additional forms or pages as needed to list all of your expenses.
5. Sum your expenses and provide a total. The actual amount reimbursed may vary according to Chrome River calculations and policy limitations.

Section 4:

1. Reimbursements require supervisor approval. Students and research assistants must obtain signature approval prior to submitting the request to the department. If a signature cannot be obtained, an acceptable substitute is to attach an email indicating your supervisor's approval and referencing the index number, business purpose, and estimated dollar amount.

Additional Information:

1. Supporting documentation must be provided to verify all expenses. Providing an itemized receipt is required, as well as any travel itineraries, mileage logs, conference programs, meeting agendas, or other documents which support your claim for reimbursement.
2. Food purchased for others at a business meeting must include a list of attendees, their professional affiliation, and a meeting agenda.
3. The use of public transportation is highly encouraged when available. Reimbursement of rental vehicle expense requires a brief explanation of why public transportation was not utilized.
4. Staple your documentation directly to this form. Do not tape or staple receipts to another piece of paper.
5. You will receive an email notification to review and approve your request, or if additional information is required.
6. Additional forms, mileage logs, and answers to questions are available at the Civil Engineering administrative office.
7. See UNM Policy 4030 for complete travel reimbursement details.