



[Enter a ticket in Aggie Service Desk](#)

INSTRUCTIONS: USE THIS FORM FOR AUTHORIZING THE REIMBURSEMENT OF ACTUAL TRAVEL EXPENSES FOR A STUDENT GROUP OR TEAM AND REQUESTING AN ADVANCE. (1) Advance is available to regular faculty, regular staff, and graduate assistants. (2) Obtain authorized signature. (3) If a travel advance is required, payee is employee to receive advance. (4) If you need assistance in processing this form, see sections 5C.20 of the Business Office Procedures Manual or call the Travel Office at 646-1189.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Prepared By: _____ Preparer Phone: _____
 Preparer Department: _____ Preparer E-mail Address: _____

SECTION 2: REQUEST DETAILS

Sponsor Aggie ID: _____ Sponsor Name: _____ Sponsor Title: _____

Starting Point:	Destination:
Departure Date & Time:	Return Date & Time:
Purpose of Trip:	
Names of Travelers:	

Estimated Cost of Trip - TRAVEL EXPENSE REPORT & RECEIPTS REQUIRED FOR REIMBURSEMENT

	Amount	
	Advance Eligible	Other
Estimated Lodging:	\$	/
Estimated Cost of Meals:	\$	
Estimated Baggage fees:	\$	
Total Advance Eligible	\$	
Other Expenses to be Encumbered:		\$
		\$
		\$
Total Other		\$
Total Encumbrance		\$

Encumbrance Funding Detail (if encumbrance is required)

Index (FOPAL)	Fund	Account	Amount \$
Total Encumbrance			

Department Default Index: _____
 (This index will be charged if a Travel Expense Report to clear the advance is not processed.)

Travel Advance Certification (advance payment will be made based on amount listed below)

I _____, employee of New Mexico State University have requested \$ _____ (total advance), for the purpose of conducting approved business travel. I understand that within **ten (10)** working days after completion of the above trip, a Travel Expense Report must be prepared and submitted to clear the advance. The entire travel advance amount must be deducted from the total trip reimbursement claimed on the Travel Expense Report. If the travel advance received exceeds the reimbursable expenses, contact the Travel office for instructions on reimbursing NMSU. If I do not submit a Travel Expense Report within ninety (90) days after completion of the trip or immediately upon termination from NMSU, I authorize the amount of the advance to be deducted from my next available paycheck or any other payment I may receive from NMSU.

Payee Signature: _____ Date: _____

****See Page 2 for Approvals****



Student Group Travel Authorization & Advance Request (continued)

SECTION 2: REQUEST APPROVAL

Printed Name: _____ Signature: _____ Date: _____

Principal Investigator Dean / VP / CC President Designee **OR**

For Aggie Service Center Units Dept Head/Dir Principal Investigator (PI)
Note: If payee is PI, Dept Head/Dir or above, payee's supervisor's signature is required

SECTION 3: REVIEW AND APPROVAL

Printed Name: _____ Signature: _____ Date: _____

SECTION 4: INTERNAL DEPARTMENT USE ONLY

Processed by: _____ Date: _____