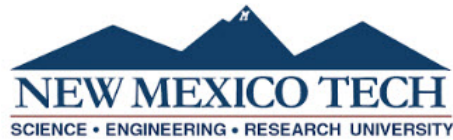


Travel Number: \*



## Travel Reimbursement Voucher 1.01

Date: 5/3/2023

Are you the Traveler? \* Yes

First Name: \* Virginia Last Name: \* McLemore Banner ID: \* 900185037  
Email: \* Virginia.McLemore@nmt.edu

Who should be contacted with questions? \* The Traveler

Department: \* Bureau of Geology Using Federal Per Diem? ☐

Travel Departure Point (Where did you begin your trip?): \* Main Campus 801 Leroy Place, Socorro, NM 87801

Destination: \* Lordsburg, Duncan Date of Departure: \* 04/26/2023 Date of Return: \* 04/28/2023  
City, State (Country)  
Time of Departure: \* 8 \* AM Time of Return: \* 9 \* PM  
[Check for Multiple Destinations](#) ☐

### Travel Actuals

Expense	Description	Payment Method	Days/ Nights	Rate/ Amount	Total
<input checked="" type="checkbox"/> Per Diem Rate	<input checked="" type="checkbox"/> NMT Per Diem				
	<input type="checkbox"/> Board of Regents Rate:				
	<input checked="" type="checkbox"/> Meals and Incidental Expenses (M&IE) Rate:		Full Days: * 1	* \$ 59.00	* \$ 59.00
			Hours: * 12.01 hrs up to 24		* \$ 59.00
	<input type="checkbox"/> Lodging				
	<input type="checkbox"/> Reduced/Other (M&IE) Rate:				
	<input type="checkbox"/> Federal Per Diem				
	<b>Any Meals Provided?</b> * No				

<input checked="" type="checkbox"/> Hotel	* Actual amount, or as limited by GSA.gov	* Paid by Traveler Du	* \$ 123.04	* \$ 123.04
<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/> Airfare			
	Standard Roundtrip Mileage from Socorro to:			
	-- Please Select --			

Miles:  
0

☐ Personal Vehicle

☒ Official Vehicle #: 53

**Odometer:**

Beginning: 101288

Ending: 101929

Miles 641

☐ Car Rental

☒ Fuel

\* Paid by Traveler Du

\* \$ 64.01

\* \$ 64.01

☐ Taxi/Shuttle

☐ Registration

☐ Miscellaneous

**Total Cost** \$ 305.05

**Subtract:**

NMT P-Card and Other  
University Payments

(-) \$ 0.00

Amount of Prepayment  
and Advance Received  
before the Trip:

(-) \* \$ 0.00

Calculated Traveler  
Prepayments:  
(Check Figure)

\$ 0.00

Check to Reset  
Travel Estimate  
(Allowed Once)

Travel Office Override:

☐

**Amount to be  
Reimbursed**

\$ 305.05

Special Instructions:

mileage to MLPB10, fuel to 109000

Remit To:

Virginia McLemore

Funding Source

Distribution:

Dollar Amount (\$)

Index: * MLPB10	Account: * 710201 Travel	Activity Code:	\$ * \$ 241.04
Index: 109000	Account: 710205 Auto Repair and Gas	Activity Code:	\$ \$ 64.01
Index:	Account: -- Please Select --	Activity Code:	\$

Add More Rows? ☒

Total: \$ 305.05

Receipts and Documentation

No Receipt Expense Statement?

☐

\*Will be filled out after clicking the 'Submit Form' Button at the bottom of the page.

Upload Documentation/Receipts:

MotelDuncan4\_28\_23.pdf

gasDuncan4\_28\_23.pdf

I hereby certify that the above travel has been completed for the stated purpose; that the above itemized account is just and true in all respects, and that the amount claimed is due and payable.

\* ...3834323136

Virginia McLemore

Requestor Signature

05/03/2023

Date

Please enter contact information for the form participant(s) listed below. This voucher cannot be processed without their signature(s).

Supervisor, Dept. Division Head or P.I.:

First Name: \*nelia Last Name: \*dunbar Email Address: \*nelia.dunbar@nmt.edu

Send to another department to concur? -- Please Select -- Bureau of Geology ☒

Reimbursement Approvals

Supervisor, Department Division Head or P.I.

\* ...3439313639  
Nelia Dunbar 05/03/2023  
Supervisor, Dept. Division Head or P.I. Date  
Signature

Comments:

Bureau of Geology: \* Initials Date Bureau of Geology: \* Initials Date

Travel Office

Comments:

\*  
Travel Office Signature Date

