



Travel Request Form 1.01

Date: 4/24/2023

Are you the Traveler? * Yes

First Name: * Virginia Last Name: * McLemore Banner ID: * 900185037 Citizenship: * US Citizen
 Email: * Virginia.McLemore@nmt.edu

Who should be contacted with questions? * The Traveler

Department: * Bureau of Geology

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

Is this travel Domestic or International? * Domestic

Destination: * Lordsburg, Duncan Date of Departure: * 04/26/2023 Date of Return: * 04/27/2023
City, State (Country)
 Check for Multiple Destinations

Days Until Departure 2

As required by current Travel Procedures, please provide the reason for late submission: (The travel departure is within 10 days of this request, or has already occurred.)

Memo: * plans coming together

Attachment:

*** There is no guarantee for Pre-Payment Reimbursement or Advance. ***

Travel Justification

Provide the reason for the trip and demonstrate that the travel is necessary. Supporting documentation detailing the importance of the travel/or conference must be attached such as a brochure, invitation, registration form, etc. The reason **must** show the benefit to NMT and/or the specific grant/contract being charged. If no documentation is available, specify how information about the trip was obtained (letter, telephone, contract, etc.). Include the following:

Purpose and Benefits of Trip – Explain the reason for the trip, as well as benefits to your division and NMT

* pickup core, describe core

Attach Documentation:

Please include any special instructions:

Attach Documentation:

Travel Estimate

Expense	Description	Payment Method	Days/ Nights	Rate/ Amount	Total
<input checked="" type="checkbox"/> Per Diem Rate	<input checked="" type="checkbox"/> NMT Per Diem				

Total Reflects First and Last Day Reduction Rules

Board of Regents Rate:

Meals and Incidental Expenses (M&IE) Rate:

* 2

* \$ 59.00

* \$ 118.00

Lodging

Reduced/Other (M&IE) Rate:

Federal Per Diem

Hotel

* Actual amount, or as limited by GSA.gov

* Paid by Traveler Du

* \$ 150.00

* \$ 150.00

Transportation

Airfare

Personal Vehicle

Official Vehicle #: 53

Car Rental

Fuel

* Paid by Traveler Du

* \$ 100.00

* \$ 100.00

Taxi/Shuttle

Registration

Miscellaneous

Total Pcard \$ 0.00

Total Prepayments \$ 0.00

Total NMT Payments \$ 0.00

Advance Allowed \$ 331.20

Requested Advance Amount \$ 0.00

(Cannot Exceed Advance Allowed Amount)

Check to Reset Travel Estimate (Allowed Once)

Funding Source

Total Estimate: \$ 368.00

Distribution:

Dollar Amount (\$)

Index: *MLPB10	Account: * 710201 Travel	Activity Code:	\$ *	\$ 268.00
Index: 109000	Account: 710201 Travel	Activity Code:	\$	\$ 100.00
Index:	Account: -- Please Select --	Activity Code:	\$	

Add More Rows?

Total: \$ 368.00

Receipts and Documentation

Upload Documentation/Receipts:

The traveler and approving authorities certify that the above constitutes NMT business related Travel.

* ...3039393030
Virginia McLemore 04/24/2023
Requestor Signature Date

Please enter contact information for the form participant(s) listed below. **This request can not 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

Approvals

Supervisor, Department Division Head or P.I.

* ...3636383735
Nelia Dunbar 04/25/2023
Supervisor, Dept. Division Head or P.I. Date
Signature

Signing as Proxy

Comments:
[]

Travel Office

Comments:
[]

Route To: Cost Accounting SPA - Research Accounting Business Office - Financial Operations Other Accountant 1 Other Accountant 2

[Click Here](#) to access the SPA Department Personnel

Route to Research Accountant: First Name: *LIBBEY Last Name: *MARSHALL Email: *libbey.marshall@nmt.edu

* ...3437383831
Kristopher DeCosta 04/25/2023
Travel Office Signature Date

Business Office - Financial Operations

Comments:
[]

* ...3138383439
Janelle Apache 04/25/2023
Business Office Signature Date

SPA - Research Accountant

Per Diem Eligibility
* NMT Per Diem []

Comments:
[]

* ...3833393132
Libbey Marshall 04/25/2023
Research Accountant Signature Date

Bureau of Geology: * ra ...3437363730 04/25/2023
Initials Date

Bureau of Geology: * P.L. ...3035373032 05/01/2023
Initials Date

Travel Office - Final

Comments:

* ...3436323235
Kristopher DeCosta 05/02/2023
Travel Office Final Date

