**Complete the Following Before the Trip:**

**1 -Food and Entertainment Form**

**2 –Contact Facilities** – martinezg@nmhu.edu and x3160 to reserve the bus/van with facilities (follow up to be sure a vehicle/driver is available and you are booked!)

**3 -Travel Request (one for each instructor driving / paying)** - get signed by supervisor and traveling instructor(s)

* Be sure to include estimated cost of meals
* Turn into travel office no later than *two weeks before trip* with list of possible travelers and their banner ID #’s (including faculty, TAs, PMs)

(Travel office will send a copy of both forms to facilities when approved)

**4a -Voucher (if buying food and need $ advance)**- get signed by instructor and supervisor (be sure to keep ALL receipts, a return voucher will have to be completed within 10 days of your return to either reimburse unspent money to NMHU or get reimbursed extra money spent out-of-pocket).

**4b -If buying food, but using your $$ and getting reimbursed-** be sure to keep all receipts, a return voucher needs to be completed within 10 days of your return in order to be reimbursed.

**Right before Departure:**

Once on the bus, take roll of all students, faculty, and staff and mark off any traveler not actually in attendance (you will need two copies of this). Take one copy of the list of travelers to **Facilities before leaving campus** (If you have a bus driver, give it to him to take before leaving campus. If Facilities is closed, put the list in the mail slot by the Facilities door). You will need the second copy of the list of travelers to take attendance when returning – don’t leave anyone! – and to attach to the Return Voucher.

**During Trip:**

Ask for *itemized* meal receipts if you are purchasing (approved) food. You cannot be reimbursed without *itemized* receipts.

**After Trip:**

**If food was bought with cash advance-** Complete a return voucher within 10 days- *tape* all receipts to a blank piece of paper (these must have names by each meal—bus driver and instructor(s) included)- you must complete this paperwork and return any unspent $ to the cage within 10 days or the funds will be deducted from your paycheck.

**If food was bought with $ out-of-pocket-** Complete the return voucher- tape all receipts to a blank piece of paper (these must have names by each meal -- bus driver and instructor(s) included).

**List of Travelers -** Turn in the second copy of the list of travelers with the Return Voucher and receipts to the Travel Office.

**Be sure to make copies of everything before turning anything in!**