

Staff Name: _____ PO Number: _____

Travel Checklist and Reminders

- Meals:** Please collect your **itemized** and final charge receipts for all meals. Meals must be a full meal. A reimbursable meal must include “food” that constitutes an actual meal, and may include a drink or dessert, but must be on one ticket. A ticket that is not reimbursable would include only one item (a coffee, a dessert, a soda, etc.). A dessert purchased at the same restaurant as dinner at a later time, on a separate ticket, is not allowable per NM PED travel reimbursement regulations. Will only receive up to \$59 for meals for in state travel or out of state travel in each 24-hour period of travel. Please do not tip more than 15% on meals. We need a separate receipt for each meal for each person. Receipts should not be combined with any other staff member.

- Transportation and Parking:** We will need receipts for parking and transportation charges (ex. Uber, Taxi).

- Conference:** Copy of you Name Badge and Certificate of Completion (if one is issued). If there isn't a name badge, please take a picture of the sign in sheet.

- Hotel:** When checking out of the hotel, pick up a folio (receipt) from the front desk, make sure the card charged on the receipt is not your personal card and verify the amount charged matches your hotel confirmation. If your personal card was charged, immediately (*within three days*) inform the business office, to be reimbursed.

Actual Departure Date: _____ Actual Departure Time: _____

Actual Arrival Date: _____ Actual Arrival Time: _____

Please return this form with all of the required documentation.