



Employee Travel Advance

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

INSTRUCTIONS: (1) Advance is available to regular faculty, regular staff, and graduate assistants. (2) Travel advances can be issued for trips up to 30 days long. For extended trips an advance may be requested every 30 days and the prior advance must be cleared. (3) Minimum amount that can be advanced is \$100. (4) Advance may not exceed 90% of estimated per diem or lodging plus meal allowance. (5) Payment may not be earlier than 45 days before departure date. (6) Complete all information on travel Advance Request. (7) Obtain authority signature. (8) Submit a ticket in Aggie Service Desk and attach form and supporting documentation if required.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Traveler Name: _____ Aggie ID: _____ Phone: _____

Prepared By: _____ Department: _____ E-mail Address: _____

1. Please read the form instructions.
2. Requestor is the person who will be traveling.
3. Once the form and required documents are ready to submit → Click the link to **Enter a ticket in Aggie Service Desk**. Attach form and documents to the ticket.

SECTION 2: REQUEST DETAILS

Starting Point:		Destination:	
Departure Date & Time:		Return Date & Time:	
Estimated Per Diem:	OR	Meal Allowance:	+
		Estimated Lodging:	
Total Estimated Cost:	X 90%	Maximum Advance:	\$0.00

I _____, employee of New Mexico State University have requested \$ _____ 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, I must 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.

Traveler's Signature: _____ Date: _____

Index (FOPAL)	Fund	Account	Travel Encumbrance Number	Amount \$	P/F
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4. Enter the Starting Point, Destination, Departure Date & Time, Return Date & Time.
5. Enter the Estimated Per Diem (Per Diem rates can be found at <https://travel.nmsu.edu>).
- OR -
6. Enter Meal Allowance and Estimated Lodging.

Note: the form will automatically calculate **Total Estimated Cost**, and **Maximum Advance**.

7. Enter the traveler's name.
8. Enter the requested amount of advance (not to exceed the maximum), may not include lodging if paid on a direct pay.
9. Traveler's Signature and Date are required.
10. Enter the accounting information.

SECTION 3: OFFICIAL APPROVAL

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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

11. The appropriate authority needs to approve by signing the Official Approval section.