


General Instructions:


- A separate Travel Expense Report (TER) is required for each continuous trip.
- Use the PC versions of **Chrome or Firefox** for the form.
- Required fields are indicated by *. In many cases, required fields must be completed to navigate further.


Specific Instructions: Click the  icon in each section for detailed instructions (highly recommended).

Travel Expense Report

* Required

INTERNET EXPLORER IS NOT A SUPPORTED BROWSER WITH THIS FORM


Note: You can click on the  icons below to open instructions for completing each section of the form.

Traveler & Department Information 


* Aggie ID:	<input type="text"/>	* Preparer Name:	<input type="text"/>
* Name:	<input type="text"/>	* Preparer Email:	<input type="text"/>
* Department:	<input type="text"/>	* Preparer Phone:	<input type="text"/>
* Business Purpose and Benefit:	<input type="text"/>		

Personal Travel Time (if applicable): (enter dates)

1. Traveler information: **Aggie ID, Name, Department.**
2. Preparer information is required even if the traveler is also the preparer.
3. Enter the **Business Purpose** and describe how the trip benefited the university.
4. If applicable, check **Personal Travel Time** and **enter dates** of your personal travel time.

Trip Info 

* Departure Date	* Departure Time	* Search Destination By	* Search Term	* Destination Per Diem	# of Nights
<input type="text" value="6/11/2020"/>	<input type="text" value="12"/> <input type="text" value="00"/> <input checked="" type="radio"/> AM <input type="radio"/> PM	<input checked="" type="radio"/> Domestic Zip Code <input type="radio"/> Domestic City <input type="radio"/> Foreign Country	<input type="text" value="79404"/> <input type="button" value="Go"/>	<input type="text" value="Lubbock, TX (Oct - Sep)"/>	<input type="text" value="1"/> <input data-bbox="1513 1432 1539 1465" type="button" value="+"/>
* Return Date	* Return Time	Total Trip Duration			
<input type="text" value="6/12/2020"/>	<input type="text" value="12"/> <input type="text" value="00"/> <input checked="" type="radio"/> AM <input type="radio"/> PM	<input type="text" value="2"/>			

5. **Trip Info** – follow the steps in order starting with **Departure Date**. *Note: # of Nights will be calculated automatically after entering the **Return Date** and **Return Time**. If the trip included multiple destinations, click on the  to add another destination.*
6. Search for, and select, the destination and the per diem rate for that location.
7. Enter the **Return Date** and **Return Time**. **Total Trip Duration** calculates automatically.

* Advance i

Yes No 8

Source Index Amount

Choose 9

8. **Advance** – **Yes** indicates a travel advance was received for the trip. **Yes** or **No** must be selected.

9. If yes, choose the **Source** and enter the **Amount**. **Index** populates automatically.

Travel Expenses i

Meals 10

Lodging

Transportation

Registration/Conference Fees

Other

10. **Travel Expenses** – Click the icons to open expense categories. Begin with **Meals**.

Meals 11

Meal Per Diem i

Meal Reimbursement (if less than Meal Per Diem)

11. **Meals** – Choose **Meal Per Diem** for per diem reimbursement of travel meals, or **Meal Reimbursement** if claiming an amount less than the meal per diem. *Note: If per diem is selected a table is displayed in which you will enter the number of meals provided at the event, if any:*

Meal Per Diem	Calculated Allowance	Less: Meals Provided			Total
\$55.00	\$41.25	Breakfast# <input type="text"/> x	Lunch# <input type="text"/> x	Dinner# <input type="text"/> x	\$41.25
		Rate <input type="text" value="\$8.25"/>	Rate <input type="text" value="\$12.38"/>	Rate <input type="text" value="\$20.63"/>	
		Amount <input type="text"/>	Amount <input type="text"/>	Amount <input type="text"/>	

Lodging 12

Lodging Per Diem

Lodging Reimbursement (actuals) i

12. **Lodging** – Choose **Lodging Per Diem** or **Lodging Reimbursement**. *Note: If reimbursement is selected, the following options will be displayed for you to complete (see [Travel Expenses/Lodging](#) for more detail):*

Check applicable option:

- Conference/event hotel
- Alternative conference/event hotel used (conference/event hotel not available or lower price found)
- High cost location (due to specific situation, location has significantly higher hotel costs than per diem rate)
- NMSU hotel pricing agreement
- Other

(reason for claiming actuals)

Lodging Reimbursement Total

Transportation			
	14 University Paid	15 Reimbursement Amount	Total
<input type="checkbox"/> Airfare			
<input type="checkbox"/> Rental Vehicle			
<input type="checkbox"/> Personal Vehicle			
<input type="checkbox"/> University Owned Vehicle			
<input type="checkbox"/> Courtesy Cars (Athletics Only)			
<input type="checkbox"/> Taxi/Shuttle/Other			
Transportation Totals	\$0	\$0	\$0

13. **Transportation** – check all categories that apply. *Note: For each category selected there will be specific fields displayed, which you must complete.*

14. The **University Paid** column should reflect items paid on purchase orders or using procurement cards.

15. The **Reimbursement Amount** column should reflect amounts for which reimbursement is being requested.

Registration/Conference Fees			
	University Paid	Reimbursement Amount	Total
Amount of fees: <input type="text"/> Paid by: <input type="radio"/> University <input type="radio"/> Traveler (Has reimbursement for fees been previously submitted?)			
Registration/Conference Totals	\$0	\$0	\$0

16. **Registration/Conference Fees** – Enter the **Amount of fees** and select the appropriate **Paid by** option.

Other			
	University Paid	Reimbursement Amount	Total
17 Parking: <input type="text"/> <input type="button" value="+"/>		<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Other Totals		\$0	\$0

17. **Other** – Enter other amounts to be reimbursed; receipts are required. The first line is designated for **Parking** expenses.

18. Click on the to add another expense line. Clicking on the will delete an expense line.

Trip Totals ⓘ 20	University Paid <input type="text" value="\$575.00"/>	Reimbursement Amount <input type="text" value="\$218.50"/>	Total Trip Cost <input type="text" value="\$793.50"/>
<input type="checkbox"/> Maximum Reimbursement?			
<input type="button" value="Calculate Travel Expenses"/> 21			

19. **Trip Totals** – much of this section will be calculated from amounts entered above.

20. If a dollar limit is imposed by the department on the total reimbursement → Check the **Maximum Reimbursement** box and enter that amount.

21. Click on **Calculate Travel Expenses** to have the form calculate all trip totals.

Funding ⓘ 22			
<input type="button" value="⊕"/> * Index	* Fund	* Account	* Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Funding Total <input type="text"/>

22. **Funding** – this section accounts for the trip costs that have not yet been paid by the university: the total of the **Reimbursement Amount** (subject to any **Maximum Reimbursement**) and any travel advance to be cleared. Enter the **Index**, **Fund**, and **Account** where expenses are to be charged and the **Amount**.

23. Click on the **⊕** to add another funding line. Clicking on the **⊗** will delete a funding line.

Comments (supplemental information/justification) ⓘ 24
<div style="border: 1px solid #ccc; height: 45px;"></div>

24. **Comments** – Provide any additional information needed by approvers and processors to complete the reimbursement.

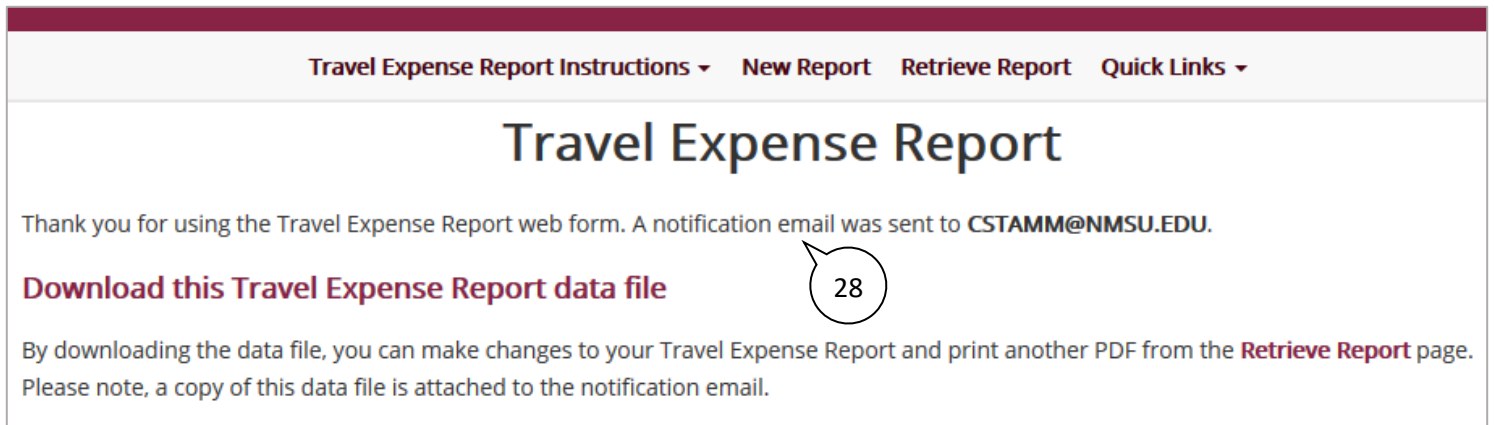
27	25	26
<input type="button" value="Go"/> ⓘ	<input type="button" value="Recalculate Totals"/>	<input type="button" value="Reset"/>

25. Click on **Recalculate Totals** if any additional changes were made.

26. Click on **Reset** to **remove all entries and restart** the form.

27. Click on **Go** to create the PDF version of the form for printing. Save the form as a pdf, attach required documentation, and route it for required approvals and enter a ticket in Aggie Service Desk for processing.

After saving the PDF file, this web page is displayed:



Travel Expense Report Instructions ▾ New Report Retrieve Report Quick Links ▾

Travel Expense Report

Thank you for using the Travel Expense Report web form. A notification email was sent to CSTAMM@NMSU.EDU.

Download this Travel Expense Report data file

By downloading the data file, you can make changes to your Travel Expense Report and print another PDF from the **Retrieve Report** page. Please note, a copy of this data file is attached to the notification email.

Important – read the information on this page.

28. A notification email with attachment is sent to the address you provided.

→ DO NOT DELETE THIS EMAIL ←

The system generates the file one time only. If you fail to keep the email, and then find you need to make corrections, you will have to submit an entirely new report.