

BE BOLD. Shape the Future. ® College of Agricultural, Consumer, and Environmental Sciences Entomology, Plant Pathology, and Weed Science College of Agricultural, Consumer and Environmental Sciences Department of Entomology, Plant Pathology and Weed Science

| PRE-TRIP | | | Τα | oday's Date: |
|----------------------------------------------------------------------------------------------------------------|----------|----|---------------------|-------------------------------------------------------------------------------------|
| Banner ID: | | | | |
| Payee: | | | | |
| Traveler (s): | | | | |
| Destination (s): | | | | |
| Business purpose and benefit of travel: If applicable, please attach Meeting/Conference Announcement or Agenda | | | | |
| | | | | |
| | | | | |
| Date (s): | | | | |
| (NMSU) Departure Time: | | | (NMSU) Return Time: | |
| Index Number (s): | | | Fund Number (s): | |
| Transportation Method: | | | | |
| | | | If claiming mi | leage, please provide Map Quest mileage map or Google Maps |
| Check One: | Per Diem | or | Actuals | Meals, Lodging, Transportation, Registration/Conference Fees, Parking, and Other |
| Department Approval: | | | | |
| Signature: Dr. Ricardo Ramirez, Department Head | | | Head | Date: |
| POST-TRIP | | | | |

As applicable, please provide receipts for travel expenses requested for actuals reimbursements.