

Non-UNM Employee Reimbursement Form

Please fill out this form, obtain the required signatures, and send it with all scanned receipts to the email address, PAIS@unm.edu

Date: _____

Name of Sponsor for Non-UNM Employee: _____

Name of Non-UNM Employee: _____

Non-UNM Employee's Personal Email Address: _____

Select One: US Citizen _____ or Foreign National * _____

*For Foreign Nationals, the following documents are required **before departure**:

- IRS Form W-8BEN – Complete Parts I and IV
- Scan of your I-94 or I-94W Arrival and Departure Record
- Scan of your Visa – front and picture page of the Visa Homeland Security Stamp *or* Visa Waiver Statement signed by you and supported by your passport

Business Purpose:

Reimbursement is requested for the following travel expenses:

Airfare: \$ _____ Per Diem: Yes _____ No _____

Hotel: \$ _____ Taxi/Uber: \$ _____

Mileage: _____ (number of miles)

Other: \$ _____ Description: _____

Index to be charged: _____

Signature of Recipient:

Signature of the Sponsor:

If charging a departmental index, the approval and signature of the Dept Chair is required:
