

Reimbursement Process

General information regarding employee reimbursement for travel related expenses.

Upon completion of travel on behalf of New Mexico State University, employees should prepare and submit a Reimbursement Voucher form. Employees should allow three working days for the Travel Office to process reimbursement requests. All claims for reimbursement must include payee signature plus one additional signature from the Department Head, Dean, or Director. All signatures must be original. Refer to the Business Procedures Manual for specific guidelines on completion of the Reimbursement Voucher.