

Complete Before Traveling

OTERO COUNTY

TRAVEL APPROVAL / ADVANCE REQUEST

FORM DATE: 7/1/2025

PAYEE (Please Print):	
Address:	
City, State Zip:	
DESTINATION:	
PURPOSE (Be Specific):	

Dept:	
GL Acct:	
TRAVEL BY:	
County Vehicle	
POV	
Airline	
Other/Passenger	

ANTICIPATED DEPARTURE	
DATE:	FROM:
TIME:	TO:
ANTICIPATED RETURN	
DATE:	FROM:
TIME:	TO:

OVERNIGHT TRAVEL REIMBURSEMENT TYPE	
PER DIEM	
ACTUAL EXPENSE	
OVERNIGHT TRAVEL ADVANCE (Select Applicable)	
YES	Pickup Ck
NO	Mail Ck

SIGNATURES:	
TRAVELER:	DATE:
DEPT HEAD OR COUNTY MANAGER:	DATE:

FINANCE USE ONLY			
ADVANCE PER DIEM CALCULATIONS		(OR)	ADVANCE ACTUAL EXPENSE CALCULATIONS
# Days (In-State)	\$180	# Days Lodging	
# Days (Out-of-State)	\$180	# Days Meals (In-State)	\$70
# Days (Santa Fe)	\$249	# Days Meals (Out-of-State)	\$70
# Days (Int'l)	\$298	Transportation - Airfare (Coach Class Only)	
# Add'l Hours		Other -	
Total Estimated Expenses		Total Estimated Expenses	
Less: 20% Retainage		Less: 20% Retainage	
TOTAL ADVANCE PER DIEM PAYMENT		TOTAL ADVANCE ACTUAL EXPENSE PAYMENT	
G/L ACCOUNT		AMOUNT	
		REVIEWER INITIALS & DATE:	
		APPROVER INITIALS & DATE:	
		COMMENTS:	

All required information must be attached or travel advance may not be processed.