

Complete After Traveling

OTERO COUNTY

**TRAVEL REIMBURSEMENT REQUEST**

FORM DATE: 7/1/2025

PAYEE (Please Print):	
Address:	
City, State Zip:	
Destination:	
Purpose:	

Dept:	
GL Acct:	
<b>REIMBURSEMENT TYPE</b>	
Per Diem	
Actual Expense	

<b>ACTUAL DEPARTURE</b>	
DATE:	FROM:
TIME:	TO:
<b>ACTUAL RETURN</b>	
DATE:	FROM:
TIME:	TO:

<b>TRAVEL BY</b>	
County Vehicle	
POV	
Airline	
Other/Passenger	
Pickup Check	
Mail Check	

<b>SIGNATURES:</b>	
TRAVELER:	DATE:
DEPT HEAD OR COUNTY MANAGER:	DATE:

<b>FINANCE USE ONLY</b>			
<b>PER DIEM CALCULATIONS</b>		<b>(OR) ACTUAL EXPENSE CALCULATIONS (Receipts Required)</b>	
# 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		Transportation - Rental Car, Taxi, Uber, etc...	
Other - (Rcpt Req)		Other -	
Other - (Rcpt Req)		Other -	
Other - (Rcpt Req)		Final Day # Hours -	
Mileage (from calculation below)		Mileage (from calculation below)	
Total Expenses		Total Expenses	
Less: 80% Advance		Less: 80% Advance	
<b>TOTAL PER DIEM REIMBURSEMENT</b>		<b>TOTAL ACTUAL EXPENSE REIMBURSEMENT</b>	

<b>MILEAGE CALCULATION:</b>		MAP MILES	@	\$0.67	per mile =	
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G/L ACCOUNT	AMOUNT	REVIEWER INITIALS & DATE:
		APPROVER INITIALS & DATE:
		COMMENTS:

*All required itemized receipts must be attached or travel voucher may be returned for correction.*