

NMT GSA Travel Grant Travel Request and Reimbursement Instructions and Rules
Updated June 2022

- **ALL** travel requests and reimbursements **MUST** be submitted in Dynamic Forms unless you are otherwise informed by GSA treasurer or Travel Office.
- Link to Dynamic Form: <https://bit.ly/3HrJLGj>
- Once an approval for funds is issued, a travel information form and supporting documentation (airline reservations, lodging reservations, event registration, and any other relevant documentation to the amount requested including last 4 digits of credit card used and whether it is a Pcard or personal card.)
- Travel forms submitted 10 days or less away from travel have no guarantee that advances or prepayment will be distributed before the travel date – this is travel policy. 2 weeks or longer is greatly appreciated.
- Complete and correct information is required for timely processing of all requests and reimbursements. Delays due to missing or incorrect information are not the responsibility of the GSA or Travel Office.
- The department secretary will assist students in filling out the form **AFTER** you have received confirmation of grant and amount. They have a Pcard that can be used to make purchases and reservations. If there is no department secretary, the department chair can assist with the process.
- The amount granted by the GSA is the **MAXIMUM** reimbursement that will be given. Any unused funds (funds not spent on approved travel costs) **WILL NOT** be given to the student.
- Information on the forms may not apply to you, please ask if there is confusion about what is required for you. International students **MUST** fill out a tax questionnaire and list their country of citizenship.
- International students should contact Sherry.Rodriquez@nmt.edu for tax questions
- Please list your Travel Departure Point as New Mexico Tech unless you will be starting travel elsewhere. (ex. Albuquerque NM)

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- Provide the reason for the trip and demonstrate that the travel is necessary. Supporting documentation detailing the importance of the travel/or conference **MUST** be attached such as a brochure, invitation, registration form, etc. The reason must show the benefit to NMT and/or the specific grant/contract being charged. If no documentation is available, specify how information about the trip was obtained (letter, telephone, contract, etc.).

Include the following:

- Purpose and Benefits of Trip – Explain the reason for the trip, as well as benefits to your division and NMT.
- If you use Uber during your trip, the maximum reimbursement for the tip is 20% of the **TRIP FARE**, not the total paid.
- *Students are only able to get \$1500 per (semester, year, academic year (fall – summer or summer – spring))* and they can receive additional funds (up to ___) if they can show proof of attempting to get funds from other sources (department, administration, other grants or scholarships, etc.) and still have travel costs to cover.