



New Mexico State University  
Graduate Student Council  
**Travel Expense Reimbursement Form**

FORM 6

Domenici Hall Room 105  
New Mexico State University  
Las Cruces, NM 88003-8001  
[gscexecutiveteam@nmsu.edu](mailto:gscexecutiveteam@nmsu.edu)

Please fill out and sign this form electronically using Adobe Acrobat. A **certificate-based digital signature** is required

## SECTION 1: PERSONAL INFORMATION

NMSU Full Name: \_\_\_\_\_ NMSU Email: \_\_\_\_\_ NMSU Student ID: \_\_\_\_\_

Form Submission Date (mm/dd/yyyy): \_\_\_\_\_ Student Phone Number: \_\_\_\_\_

## SECTION 2: IMPORTANT INSTRUCTIONS & MANDATORY DISCLOSURES

Please read all instructions carefully. Failure to follow these rules will result in a denial or significant delay of your process.

### A. Receipt Content Requirements

- Receipts must be **actual, itemized receipts**. (Booking confirmations or reservations are **not** acceptable.)
- Receipts **must show the last four (4) digits** of the credit/debit card used for the purchase and the **name of the student**

### B. How to Submit Receipts (A 2-Part Process)

You are required to submit your receipts in **two ways**:

- **Part 1: Insert Receipts as Images (Inside This Form)** You must insert an image of each receipt into the upload boxes in Section 4.
  1. When you click an upload box, Adobe Acrobat will ask you to select a file. If you select a PDF, Adobe will only insert *one page* as an image. Ensure you insert the most important pages.
  2. If your receipt is multiple pages, please use the extra upload boxes provided for that expense.
- **Part 2: Submit Receipts as Separate PDFs (With Your Packet)**. In addition to inserting them as images, you must **also** submit all your original receipt files as separate PDFs along with this form in your complete application packet.

### C. Mandatory Financial Disclosures (Required)

- **Payment Method:** Did you pay for all expenses with a debit/credit card **in your own name**? ☐ Yes ☐ No

**IMPORTANT:** Receipts paid with **cash will not be reimbursed**. If you paid with a card belonging to someone else (e.g., a parent, a different student), you must contact the GSC Treasurer **immediately**. This requires additional documentation and forms *before* reimbursement can be considered.

## SECTION 3: REIMBURSEMENT REQUEST SUMMARY

Please provide a summary of the funds you are requesting. You will upload detailed receipts in the next section.

Expense Category	Total Amount Requested
Airfare	
Lodging (Hotel, Airbnb, etc.)	
Personal Vehicle Mileage or Car Rental	
Rideshare (Uber, Lyft, etc.)	
Conference Registration	
Other (Taxi, Bus Fares, etc.)	

## SECTION 4: DETAILED RECEIPTS & UPLOADS

### 4a. Airfare Receipt – Page 1

- **Instructions:** Upload your *final airfare receipt* (not a booking confirmation). Must show flight details, name of the student, and the last 4 digits of the card used.

Please upload the proof in the box below

**4a. Airfare Receipt – Page 2**

Please upload the proof in the box below
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#### 4b. Lodging– Page 1

- **Instructions:** Upload your *final hotel bill* (this is the receipt you get at check-out, not a reservation confirmation). Must show itemized nightly charges, and the last 4 digits of the card used.

Please upload the proof in the box below

#### 4b. Lodging– Page 2

- **Instructions:** Upload your *final hotel bill* (this is the receipt you get at check-out, not a reservation confirmation). Must show itemized nightly charges, and the last 4 digits of the card used.

Please upload the proof in the box below

#### 4c. Personal Vehicle Mileage or Car Rental – Page 1

- For Personal Vehicle Mileage please fill out the following:
  1. Gas for personal vehicles is not reimbursed. Instead, mileage is reimbursed at the standard rate of \$0.625/mile.
    - Total Round-Trip Mileage: \_\_\_\_\_ miles
    - Total Requested (Total Miles x \$0.625): \$ \_\_\_\_\_
    - Upload Map Estimate: Please upload a map estimate (e.g., Google Maps) showing the full round-trip route and total mileage.
- For car rental, please upload your *final car rental bill* (this is the receipt you receive at check-out, not a reservation confirmation). Must show itemized rental charges, and the last 4 digits of the card used

Please upload the proof in the box below

#### 4c. Personal Vehicle Mileage or Car Rental – Page 2

Please upload the proof in the box below

#### 4c. Personal Vehicle Mileage or Car Rental – Page 3

Please upload the proof in the box below



#### 4d. Rideshare (Uber, Lyft, etc.) – Page 1

##### Instructions:

- Use the sections below to upload each rideshare receipt individually.
- Each receipt **must show the map of the route traveled** and the **last 4 digits of the card used**.
- This form provides separate upload boxes for multiple trips. Please use one box per trip.

Please upload the proof in the box below

**4d. Rideshare (Uber, Lyft, etc.) – Page 2**

Please upload the proof in the box below

#### 4d. Rideshare (Uber, Lyft, etc.) – Page 3

Please upload the proof in the box below

#### 4e. Conference Registration – Page 1

**Instructions:**

- Upload your conference registration receipt. Must show the last 4 digits of the card.

Please upload the proof in the box below

#### 4e. Conference Registration – Page 2

Please upload the proof in the box below

#### 4f. Other (Taxi, Bus, Shuttle, etc.) – Page 1

**Instructions:**

- Use this section for other approved travel-related costs that do not fit in any category above.

Please upload the proof in the box below

4f. Other (Taxi, Bus, Shuttle) – Page 2

Please upload the proof in the box below
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SECTION 5: SIGNATURE

<b>I hereby certify, under penalty of perjury, that the details provided on this form and all attached receipts are true, correct, and authentic. I certify that I have disclosed all other NMSU funding sources for this trip and have not submitted any receipts for expenses paid by another NMSU entity. I authorize the Graduate Student Council (GSC) to verify this information, and I acknowledge that submitting fraudulent information (including cash-paid receipts or receipts lacking the required information) will result in a denial of funds and potential disciplinary action. I agree to abide by all relevant GSC policies.</b>	
Applicant Signature and Date	<b>Graduate Student Council Treasurer Signature and Date (For GSC Use Only)</b>