



### ***How do I get travel funds?***

Chartered UNM undergraduate organizations may apply for travel funds through the ASUNM Appropriation process. (Travel is not awarded during the spring or fall budget processes.) For an application, visit ASUNM in SUB 1016. During the process, your organization must have a representative attend a finance committee meeting to explain the request in detail.

### ***How much can I get?***

ASUNM Finance Committee will make a recommendation to the Senate on how much an organization gets. However, the committee's standing rules limit funding to the following:

- 50% of airfare for 4 students OR \$0.28 per mile for gas
- \$50/day per diem for 4 students  
(per diem costs include food and hotel)

### ***How do I access the funds?***

The funds will be put into your organization's student account at the Student Government Accounting Office (SUB 1018). Travel is primarily paid out on a reimbursement basis. The only costs that may be pre-paid by SGAO for your organization are airfare and conference registrations, if funded by ASUNM or self-generated funds.

### ***What do I need to be reimbursed?***

Upon return, within a week of the travel, visit SGAO to submit IR (internal requisition) forms for reimbursement. Be sure to list the date & time of departure from ABQ and date & time of arrival back to ABQ, along with the destination location, and any conference materials. With the IR submit ALL receipts. (Itemized receipts are required for food purchases.)

Travelers will need to submit a "Travel Form" available from SGAO. If hotel was paid for by one individual for everyone, a "Travel Affidavit Form" will also be necessary.

**To ensure full understanding of funds, please visit  
SGAO prior to travel taking place!**

***Student Government Accounting Office***  
***sgao@unm.edu    505.277.7888    SUB 1018***