

**NAME & TITLE OF REQUESTER**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DESTINATION** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATES OF TRAVEL** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\***PERSONAL TRAVEL INVOLVED – YES/NO**

**CONFERENCE TITLE AND LINK** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Attach Itinerary/Agenda

**INDEX CODE** \_\_\_\_\_\_\_\_\_\_\_\_ **ACCOUNTING APPROVAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUSINESS PURPOSE** (NOTE: Business purpose must state why travel is necessary and how

it benefits UNM and/or sponsored project.)

The requester has consistently fulfilled their obligation to the University and department. Therefore,

is authorized to travel to honor their commitment to research, contingent on funds available in their

respectable index. All aspects of this travel must comply with UNM policy and applicable official

sponsored research agreement.

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Signature Department Head/Dean/PI Date