

ISSUED BY THE DEPARTMENT OF FINANCE & ADMINISTRATION EFFECTIVE JULY 1, 2025			STATE OF NEW MEXICO ITEMIZED SCHEDULE OF TRAVEL EXPENSES				PAGE #							
AGENCY NAME							BUSINESS UNIT		VOUCHER NUMBER					
SUPPLIER NAME				Vehicle License Plate	POST OF DUTY							PREPAID VOUCHER		
SUPPLIER ID				Vehicle Model & Year										
Board/Commission Attendance (select one): Length of Board/Commission Meeting (select one):			Vehicle Type		RESIDENCE							FINAL VOUCHER		
DATE		TIME: AM OR PM		NATURE OF EXPENSE		ODOMETER READINGS		AMOUNTS (ENTER AMOUNTS IN BLUE COLUMN)						
ITEMIZED COSTS BY DAY		DEPARTURE	ARRIVAL	ENTER DESTINATION AND NATURE OF OFFICIAL BUSINESS		START AND FINISH	NO OF MILES	MILEAGE		PER DIEM		OTHER		TOTALS