



Candidate Recruitment or Non-Employee Travel Worksheet

The Candidate or Non-Employee Recruitment Travel Worksheet is to be used only for reimbursement of travel expenses for candidate recruitment or non-employee travel. Expenses may not be greater than the travel allowance of NMSU employees. All expenses must be reasonable and a bona fide business expense related to the non-employee travel. NMSU will not issue reimbursement for any expenses if the trip is for candidate recruitment and they are disqualified from consideration due to improper credentials, background check information or other misrepresentation. All requests must have legible receipts and must be submitted with 60 days of the date of the recruitment visit or non-employee travel.

Section 1: Candidate or non-employee enter information. Proper spelling of name and address is very important and cannot be changed once reimbursement is processed.

Section 2: Enter expenses in appropriate areas. All expenses must be supported by legible receipts/documentation to justify the costs. Expenses may not be greater than travel allowances of NMSU employees. NMSU departments should advise candidates or non-employees of allowable costs.

Section 3: Candidate or non-employee certification.

Attach worksheet and supporting documentation to a completed [Payment Request](#) form.



Candidate Recruitment or Non-Employee Travel Worksheet

NMSU agrees to reimburse candidates or non-employees for reasonable expenses incurred with authorized recruitment or travel. Expenses may not be greater than the travel allowance of NMSU employees. All requests must have legible receipts and must be submitted with 60 days of the date of the recruitment visit or non-employee travel. NMSU reserves the right to arrange all travel plans and be directly billed by the vendor of these services, when possible. Visit <https://travel.nmsu.edu> for allowable expenses and rates.

SECTION 1: CANDIDATE OR NON-EMPLOYEE INFORMATION

Payee Last Name: _____ Payee First Name: _____

SECTION 2: EXPENSE SUMMARY

Date(s) of Travel: (Attach recruitment or event itinerary)
Purpose of Travel:

Expense Details - legible receipts and documentation required	Expense amount paid by NMSU	Expense amount paid by candidate or non-employee
Airfare: Origination Date _____ Origination Location _____ Return Date _____		
Mileage: Beginning _____ Ending _____ Miles traveled _____ x rate= _____		
Auto Rental: (up to mid-size allowed)		
Lodging:		
Meals: (Actual only and receipts required)		
Other (Taxi, Parking, etc.)		
TOTAL EXPENSES		

Notes/Comments:

SECTION 3: PAYEE CERTIFICATION

I hereby certify that the above travel has been completed for recruitment or NMSU business and expenses incurred were necessary and proper. I attest that I have not received reimbursement from another source(s) for any expenses claimed. I further attest that NMSU did not pay for any expenses reflected in the **Expense amount paid by candidate or non-employee** column in this report. In the event payment is received from another source(s) for any portion of the expenses claimed, I assume responsibility for repaying the university in full for those expenses.

Payee Signature: _____ Date: _____