

Travel Voucher & Contribution Record for Board Members					
New Mexico Humanities Council					
Board Member Name:					
Purpose of Travel: Please include information such as activity (Board Meeting, Conference) and dates of each event					
Documentation: Please <i>attach receipts</i> for all miscellaneous expenses.					
Meal Reimbursement**: \$5/breakfast, \$8/lunch, \$12 dinner-- OR-- \$25 Per Diem					
Date	Transportation: From/To	Purpose of Travel	Miles	Rate	\$ Total
	Add "RT" if round trip (Example: ABQ/Hobbs RT)				
Total Miles:				0.275	\$
Miscellaneous Expenses			# Days	Rate	
Transportation		Car rental, plane ticket, taxis, etc.	n/a	n/a	\$
Other Transportation		Gas (car rental only), parking, etc.	n/a	n/a	\$
Overnight Accomodations		Hotel, Motel, etc.			\$
Meals** (# of each at right)		Breakfast Lunch Dinner		see above	\$
Meals** -- Per Diem		~Instead of per meal above~		25.00	\$
Other - please describe:			n/a	n/a	\$
TOTAL EXPENSES:					
(minus) DONATION to NMHC :					
(equals) TOTAL REIMBURSEMENT					
CONTRIBUTIONS to NMHC					
DONATED TIME Examples: Reading grants, preparing for a meeting, meeting attendance, etc.					
Date	For What Activity			Rate	Amount
				\$525/day	\$
				\$525/day	\$
				\$525/day	\$
				\$525/day	\$
OTHER CONTRIBUTIONS (Attach description/documentation)				n/a	\$
In-Kind DONATION TOTAL					
I certify that: 1) Travel expenses were reasonable and necessary and have not been reimbursed					
from any other source.					
2) Time and other contributions are accurately reported and other assessed at their					
fair market value.					
Signature of payee:			Date:		
Address:					
City, State, & Zip:					