

Department of Surgery
House Hunting – Moving Expense Estimator – Complete for each trip and final move

Name of Hire: _____ Today's Date: _____

Submitter (Print): _____

Airfare: (Estimate via Expedia)

(Cost Each _____) x (Number of Tickets _____) = Total

Hotel: (Use UNM Contract Hotel Rate + 13% Alb. lodging tax)

(Cost Per Day _____) x (1.13%) x (# of Days _____) = Total

Rental Car: (Max Cost check UNM Purchasing Contract Pricing + \$50 fuel estimate)

(Cost Per Day _____) x (# of Days _____) + (\$50 gas) = Total

Meal Per Diem (Alb. Rate):

(Daily Rate _____) x (# of Travelers _____) x (# of Days _____) = Total

Other expenses/business reason: _____

Total:

Division Chief Approval: _____ Date: _____