



UNM Gallup Travel Policy

Introduction

All travel related to the Gallup Campus of the University of New Mexico (UNM-G) business is coordinated through the Campus travel management system, administered by the Travel Administrators and Travel Coordinators. Travel related to UNM-G business must comply with New Mexico State Statute and regulations, APPM Policy 4030 and the processes detailed in this administrative directive.

1. Travel Management

1.1 The travel system at UNM-G is overseen by Travel Administrators and processed by Travel Coordinators. The Travel Administrators are the Executive Director, The Director of Business Operations, and the Dean (or their delegates). These individuals manage the UNM-G travel process. Each of the three UNM-G divisions (Directors and Student Services Operations, Business Operations, Academic Affairs) designates employees who serve as primary and back-up Travel Coordinators to work with travelers in organizing their travel plans. All Travel Coordinators must attend mandatory training conducted by the Travel Administrators and by main campus EOD.

1.1.1 Unless there are significant changes within a division that warrant the addition of another Travel Coordinator, each division will utilize the Travel Coordinator in the Business Operations Office. If its deemed necessary, additional Coordinators can be designated, but no Division will have more than one coordinator. The primary Travel Coordinator will reside in the Business Operations.

1.1.2 The Travel Coordinator title does not transfer with the incumbent if they transfer to another division. The Travel Coordinator role remains with the division.

1.2 The travel management system at UNM-G is designed to provide a process for cost containment, appropriate approvals, and compliance with UNM Policy and state law.

2. Electronic Requisitions

2.1 Electronic Requisitions are completed by the Travel Administrators or Travel Coordinators in consultation with the traveler.

2.2 Any necessary ADA arrangements for the traveler are indicated on the Electronic Requisition.

2.3 Electronic Requisitions are used for all College-related travel expenses if UNM-G funds are used.

2.4 Electronic Requisitions must contain all required approval signatures before travel arrangements and conference registrations can be confirmed by the Travel Coordinators.

2.5 Electronic Requisitions must be completed and kept on file for approved conference registration fees, even if the travel expenses related to the conference are not approved.

2.6 Student travelers participating in UNM-G-sanctioned travel must have an original Electronic Requisition completed by a Travel Coordinator. Student Government may set rates for Student Travel for student activities, but cannot set rates in excess of [APPM Policy 4030](#)

2.7 Pre-registration for conferences, or any other requests for pre-payment, must be accompanied by a copy of the approved Electronic Requisition. All conferences will be paid for using the P-card of the Travel Coordinator.

2.8 Travel dates that do not correspond to the conference or function schedule, which extend beyond approved UNM-G business, need to be thoroughly explained on the Electronic Requisition.

3. Travel Arrangements

3.1 Travel Administrators or Travel Coordinators arrange all official travel for all travelers. The Electronic Requisition is completed by the Travel Administrators/Coordinators along with any changes to travel plans. It is in the best interests of the College for travel arrangements and conference registrations to be made as early as possible to take advantage of discounts on airfare, hotel and registration fees. It is recommended that travelers contact their Travel Administrators/Coordinators three months in advance of registration deadlines for conferences they plan to attend, and a minimum of two weeks prior to any out-of-town travel.

3.2 Travelers wishing to combine personal business with approved College-related travel must pay any difference between the College arranged travel and costs incurred for personal business. The cost reconciliation is based upon the lowest airfare available for the College-related travel obtained through the contracted travel agency. Payment by the traveler for the additional cost, if applicable, is arranged with the Travel Administrator/Coordinator.

3.2.1 Documentation verifying the College-related portion vs. personal business travel costs must be submitted with the Electronic Requisition.

3.3 Abuse or violation of travel procedures can result in suspension of travel privileges.

3.4 Air Fare

3.4.1 Travel Administrators and Coordinators book flights on the air carrier offering the lowest reasonable fare available at the time travel is booked. Any exception to travel on the lowest reasonable fare must be justified and documented on the Electronic Requisition. Air Fare. Air Transportation shall only be reimbursed at the lowest reasonable air fare available at the time tickets are purchased, which must be documented by the traveler. Reasonable is defined as flights leaving no earlier than 9am and arriving no

later than 8pm. Hotel accommodations prior to, or after the flight are considered an a personal expense and is not reimbursable unless special medical exception is granted in advance.

3.4.2 Travelers wishing to travel with an unauthorized traveler on a two-for-one, or special fare, must pay the difference between the two-for-one, or special fare, based upon the lowest reasonable fare available.

3.4.3 Documentation of the difference in fare if traveling alone versus traveling with an unauthorized traveler must be submitted with the Electronic Requisition.

3.4.4 Airline frequent flyer miles are accrued for the College, not the traveler.

3.4.5 Travelers with a legitimate reason not to travel by air may choose, with approval from the next level of supervision, to travel on other commercial conveyance based upon the lowest reasonable airfare available at the time of booking. If the alternative commercial conveyance costs more than the lowest reasonable airfare, the traveler must pay the difference. If traveling by an alternative conveyance requires additional travel time during the employees workweek, personal or annual leave, or leave without pay must be used for the work time missed. Arrangements for payment are made with the Travel Administrator or Travel Coordinator. Documentation of the difference in fares must be included in the Electronic Requisition for reimbursement reconciliation.

3.5 Meals and Lodging

3.5.1 Meals and lodging must be within maximum per diem rates determined by the UNM [APPM Policy 4030](#). Actual original lodging and meal receipts must be submitted at time of reimbursement. In many cases it is more cost effective to lodge at the conference hotel thereby avoiding taxi and or car rental costs.

3.5.2 Arrangements for lodging are reserved and paid for by the Travel Coordinator using a University P-Card. The traveler will be responsible for costs over and above the basic lodging costs, such as WIFI, resort fees, etc.

3.5.3 In some instances, meals are included with conference fees, as noted on the [Electronic Requisition](#). Please include conference brochures and all other available documentation available, if applicable.

3.5.4 Every effort should be made to obtain cost-effective accommodations, which do not subject the traveler to unreasonable inconvenience.

3.6 Vehicle Rental

3.6.1 Vehicles must be rented in accordance with [APPM Policy 4030](#). Vehicles may be rented for official College business subject to the following conditions:

1. The need for vehicle rental shall be justified and documented on the Electronic Requisition. The Travel Coordinator shall reserve the rental car using a P-Card and with a preferred vendor only.
2. Rental of a vehicle for use within 150 miles of the UNM-G Campus shall normally be prohibited. Exceptions must be justified in writing and approved by the Director of Business Operations.
3. A rented passenger vehicle should be of the type, size and cost range which represents a reasonable expenditure for UNM-G without sacrificing safety and reasonable comfort.
 - a. Normally a vehicle in the mid-sized price range should be used.
 - b. Written justification must be provided when the size or cost of a rental vehicle exceeds the normal usage provisions.
4. The University has adequate liability, collision and comprehensive insurance coverage for vehicles rented by or on behalf of UNM-G. Renters shall waive any optional coverage.

3.6.2 The traveler is responsible for paying any moving violation or parking ticket received while on College-related business.

3.6.3 If an employee is involved in an accident in a rented vehicle while on College-related business, they should contact UNM Risk Management as soon as reasonably possible. The contact information is provided in the Travel Confirmation Packet.

3.6.4 In the unlikely event that the rental vehicle is stolen, contact UNM Risk Management and the Travel Administrator/Coordinator as soon as reasonably possible.

3.6.5 When additional personal days are added onto College-related travel, the traveler cannot continue to use the rental vehicle under the University name. The traveler must turn in the vehicle and rent a vehicle personally, using personal funds, and using their own automobile insurance, if applicable.

3.6.6 In the unusual event an employee needs to rent a vehicle using personal funds due to emergency circumstances, travelers are not reimbursed for insurance coverage offered by vehicle rental agencies. Any rental agency vehicle insurance accepted by the employee is not reimbursable.

3.6.7 Gasoline expenses incurred with car rentals are reimbursable with the submission of original receipts.

3.7 Other Expenses

3.7.1 Receipts or other appropriate documentation, including an itemized statement of expenses, signed and dated by traveler, are required for reimbursement of reasonable expenses regarding ground transportation, parking fees and other incidental expenses. Tips, other than those associated with meals, are not reimbursed. Taxi or other ground transportation, parking fees and/or other incidental expenses incurred in connection with approved travel will only be reimbursed up to the rate of \$8 per day with a \$40 per-trip-maximum, unless adequate documentation is provided. Items such as entertainment and telephone calls unrelated to business shall not be reimbursed.

3.7.2 Ground transportation to and from the airport and the conference is reimbursed unless the hotel provides free shuttle service.

3.7.3 Parking expenses for personal cars parked at the airport are reimbursed at the lowest available rate. Amounts above that rate are the travelers responsibility.

3.8 Travel Time

3.8.1 Travel time will normally be the minimum number of days necessary to travel via commercial airline to and from the destination and attend the approved function. Travel time shall normally include time required to reach an approved destination via commercial air transportation and attend the approved function. Additional travel time may be allowed if a cost savings for the College can be documented. Examples:

- a. If a Saturday night stay, or other arrangements, requiring additional time at the travel destination provides a savings on air fare equal to, or greater than, the cost of paying for additional meals, lodging and other expenses, travelers may be authorized additional travel time.
- b. If travel is via a private vehicle, additional time for travel may be authorized if such time does not increase the total trip cost above what would be paid if travel were via a commercial airline. Any additional travel time taken during the employees normally scheduled workweek must be taken as [personal](#) or [annual leave](#), or [leave without pay](#).

3.8.2 Pursuant to [Fair Labor Standards Act \(FLSA\)](#), UNM-G compensates non-exempt employees for the time spent at and, in some instances, traveling to College-approved seminars, meetings or other required events.

3.8.3 Non-exempt employees are compensated for driving time between the airport in Albuquerque and the UNM Gallup Campus, and at the destination, and for waiting time in the airport and while “waiting to engage”. Travel times should be planned so that arrival at the airport is no earlier than 2 hours before the flight. At a conference, only the hours of the attendance is considered payable time. For travel in-state, travel time between the UNM Gallup campus and the destination, and the duration of the training, is considered paid time. Overtime is discouraged and supervisors should arrange for comp time to avoid overtime costs associated with travel. Overtime costs that are expected to be incurred must be noted on the Electronic Requisition, and overtime costs will likely result in a denied travel request.

4. Payment and Reimbursement

4.1 Arrangements for travel related to UNM-G business can involve a combination of payment and reimbursement methods. The different options could include: pre- and post-payment, per diem, actual expenses, stipend and travel advance. Where permitted by University policy, payments are made to vendors prior to, or after travel, based upon contracts or advertised rates and does not involve use of personal funds by the traveler. Reimbursements (per diem, actual expenses not pre-paid by the Travel Coordinator, and stipend) are payments made to the traveler after the travel is completed and receipts/logs are submitted to prove use of personal funds for UNM-G business travel. There is no reimbursement for meals without an overnight stay, tips other than meal-related, or for alcoholic beverages.

4.1.1 Pre-and Post-Payment

Where permitted by [APPM Policy 4030](#), payment involves payments made by UNM-G to travel-related vendors through contracts or advertised rates, which are paid or contracted for travel. UNM-G funds are used for these payments and the traveler does not need to use personal funds.

4.1.2 Per Diem

Per diem is a method of reimbursement, based on travel that includes an overnight stay (at least a 24-hour period) for meals and lodging according to rates approved by [APPM Policy 4030](#). Per diem payments are determined by [APPM Policy 4030](#) and cannot exceed the approved amounts. Personal funds are used to purchase meals and lodging but are then reimbursed (at the approved rates in accordance with [APPM Policy 4030](#) when the appropriate receipts are submitted for reconciliation to the travel coordinators. Receipts are required to substantiate approved per diem rates. If the receipts do not substantiate that the travel expenses are equal to, or greater than, the approved per diem and [CONUS](#) amounts, the difference is considered taxable income, per federal tax regulations, and will not be reimbursed. Per Diem rules are as follows:

- a. Advisory Board members shall receive either reimbursement pursuant to [APPM Policy 4030](#) section 1 in discharge of official duties for travel within New Mexico but away from his/her home.
- b. A UNM-G employee traveling within New Mexico away from his/her home and away from his/her designated post of duty on official UNM-G business shall receive reimbursement pursuant to

[APPM Policy 4030](#) Section 13. of this Policy per 24-hour period spent in discharge of official duties.

c. Non-salaried public officers and employees shall receive reimbursement pursuant to [APPM Policy 4030](#) Section 13. of this Policy or \$115 per diem expense for each 24-hour period out-of-state for travel on official business.

d. Reimbursement for meals for a partial day following a twenty-four (24) hour period involving an overnight stay shall be reimbursed as follows:

1. Fewer than six (6) hours beyond the last twenty-four hour period; no reimbursement
2. Six (6) or more but fewer than twelve (12) hours: \$10 in-state; \$15 out-of-state
3. Twelve (12) or more but fewer than eighteen (18) hours: \$20 in-state; \$30 out-of-state
4. Eighteen (18) or more but fewer than twenty-four (24) hours: \$30 in-state; \$45 out-of-state

e. Travelers requesting per diem reimbursement must submit appropriate documentation of expenses.

f. A portion of a traveler's per diem payment will not be reimbursed if the employee does not provide the Travel Coordinator with expense receipts to substantiate that the actual travel expenses matched or exceeded the per diem payment.

4.1.3. Actual Expenses

Actual expenses involve approved and allowed travel costs that are paid for with the travelers personal funds, which are reimbursed when appropriate original receipts are submitted to the Travel Coordinator for reconciliation. The Executive Director or the Executive Director's designee(s) may authorize reimbursement of actual travel expenses for salaried employees, students and non-salaried public officers of the UNM-G. Actual expenses for lodging and meals may not exceed the following:

- (1). Lodging: may not exceed \$250 per day for a single room
 - (2). Meals: may not exceed \$30 in-state; \$45 out-of-state per day
- Appropriate documentation of each expense must be submitted.
- b. Cases in which expenses will exceed these amounts are considered "extraordinary circumstances" and may be

reimbursed as actual expenses not to exceed the amounts listed in 2(1) and 2(2) above.

4.1.3.1 The amounts listed above are the maximum rates allowed. Every effort should be made to obtain reasonable rates that promote cost savings for the UNM-G.

4.1.4 Stipend

Stipends are financial arrangements that provide partial subsidy of travel costs for UNM-G employees and students, which may be reimbursed at a flat rate, a percentage of actual costs or a combination thereof that is agreed on in advance on the [Electronic Requisition](#). Travelers may be reimbursed a flat rate, a percentage of actual costs or a combination thereof that shall be agreed to in advance by the traveler and the appropriate dean or supervisor, as well as the appropriate Director. Stipend amounts may not exceed the limits provided for actual expenses.

4.1.5 Travel Advances

Pre-payment of travel related expenses, not normally pre-paid, are considered in rare hardship cases and are subject to final approval by Financial Services on main campus. In these unusual circumstances, most travel expenses with the exception of reimbursable meals, should be purchased with a P-card. Send a memorandum to the Director of Business Operations for UNM-G requesting the travel advance. The memorandum must include the advance amount, the traveler's name and the reason for the advance. Attach a copy of the Electronic Requisition and conference information.

5. Travel Reconciliation

Travel reconciliation involves settling approved expenditures with original receipts of personal funds paid by employees while traveling on UNM-G business.

5.1 All travelers must keep original receipts for expenses paid on personal credit cards or personal funds. The receipts must be submitted to the Travel Administrator/Coordinator within five (5) working days after completion of travel. When an original receipt cannot be obtained (for example miscellaneous expenses such as tips given to hotel staff,

baggage handlers, etc.), the employee may submit a signed itemized explanation of the expense, with a commitment to not submit the original for reimbursement if found.

5.2 The Travel Administrator/Coordinator organizes the paperwork (receipts, memos, and other necessary documents) and completes a DPEZ of all appropriate reimbursable costs submitted by the traveler.

5.3 Signature approvals are required to verify the authenticity and accuracy of travel expenses and approval for expenditure of funds, and must be signed by the supervisor of record of the traveler.

5.4 Any cancellations involving travel or registration must be coordinated and reconciled by the Travel Administrators/Coordinators.

5.4.1 If conference attendance and/or travel plans change, or are cancelled, once travel arrangements have been made, the traveler must write a memorandum to the appropriate Director of Business Operations providing an explanation.

5.4.1.1 Approval signatures are required for cancellation fees, expenses and non-refundable airfares payable by the College.

5.4.1.2 If the Director of Business Operations has determined that the traveler has cancelled for personal reasons that do not involve a life crisis, the traveler is responsible for loss of funds to the College. Such fees could include any or all of the following:

- Conference registration fee
- Travel Agency fee for cancellation
- Airfare
- Hotel one night stay or portion thereof

6. Mileage Reimbursement

6.1 Mileage is reimbursed for use of personal vehicles through a predetermined reimbursement rate according to State Statute regulations and [APPM Policy 4030](#).

6.1.1 Employees traveling within the state on UNM-G-related business are

encouraged to use UNM-G vehicles. Employees who use UNM-G vehicles must meet driver eligibility requirements.

6.1.2 Standard mileage reimbursements not associated with other travel expenses are reimbursed on the DPEZ on a quarterly basis or sooner. Employees who use private vehicles for UNM-G business and request mileage reimbursement must meet mileage reimbursement requirements.

6.1.3 The source used for mileage calculation for out-of-town travel is indicated on the [Electronic Requisition](#). A [Table of Distances](#) provides accurate mileage between cities in New Mexico, and mapping websites can be used to provide documentation for mileage.

6.1.4 Mileage.

Travel by personal vehicle shall be reimbursed at the rate of \$.50 per mile. The reimbursable rate for employee moving expenses is \$.25 per mile. The number of miles to be reimbursed shall be determined in accordance with an official road map/website mileage chart, or by odometer reading if map mileage chart is not available for localities involved. Fleet vehicles will be charged to the department at .43 per mile, including fuel.

Approved 2-1-2016

Richard Goshorn
Director of Business Operations