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Administrative Policies and Procedures Manual –

Policy 4030: Travel Expenses and Per Diem

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Authorized by [RPM 7.7 \("Travel and Per Diem"\)](#)

Process Owners: University Controller and ~~HSC Senior Executive Officer for Finance and Administration~~

1. General

~~The University's faculty, staff, and students~~ [Travel expenses](#) are [paid or](#) reimbursed [by the University](#) in accordance with this policy for reasonable and allowable costs incurred ~~when~~[while](#) traveling on official University business. Travelers whose expenses are reimbursed by outside sources may be subject to more restrictive reimbursement regulations than found in this policy. In such cases, a traveler's unit may use unrestricted funds to reimburse the traveler for the difference between a more restrictive regulation [or contract](#) and this policy. In no case, however, shall [payments or](#) reimbursements for travel expenses exceed the limits of this policy, regardless of the source of funds. Units may establish reasonable ~~reimbursement~~ policies that define lower limits than the maximum levels defined in this policy. In all instances, travelers are urged to exercise good judgment when incurring travel expenses.

For guidance on travel time that is considered paid time for nonexempt employees, refer to Sections 7 and 10 of UAP 3300 ("Paid Time").

[When traveling on university business, it is the responsibility of the traveler to understand University travel policy in order to be paid or reimbursed in a timely manner and understand which expenses will and will not be covered by the University. Consequently, all UNM travelers and department personnel should:](#)

- [Read and be familiar with UAP 4030 prior to travel.](#)

- [Ascertain if there are any funding sources or departmental restrictions on paying for travel expenses.](#)
- [Demonstrate good stewardship of University resources \(i.e., spending will be reasonable and not excessive\).](#)
- [Obtain prior approval from an authorized supervisor or manager if the traveler has questions about planned travel \(expenses not approved by an authorized supervisor or manager may not be reimbursed\); and](#)
- [Become familiar with the rules regarding use of a P-card for travel to ensure University funds are not used for personal travel.](#)

2. Applicability/Eligibility

[This policy is only applicable to the University's faculty, staff and students. Any reasonable travel expenses for visitors to the campus for official University business may be allowed and paid for by the University pursuant to other UNM policies, laws or contracts.](#)

Students traveling on behalf of a UNM student organization ([not as a UNM employee](#)) are reimbursed according to the applicable student organization's policies and procedures, but at no time will they be reimbursed in excess of the limits ~~of~~ [set forth in](#) this policy, regardless of the source of funds.

~~The Internal Revenue Service (IRS) has specific requirements for reimbursing foreign nationals, which are described in Section 5.1 of UAP 2180 ("Foreign Nationals").~~

[Employees and students that are foreign nationals may be limited as to amount they may be reimbursed by UNM for travel depending on their visa status and other rules set forth in UAP 2180: Foreign Nationals.](#) The Board of Regents and other non-salaried public officers of the University may elect reimbursement under this policy or under the regulations of the New Mexico Department of Finance and Administration.

2.1 Compliance with an Accountable Plan

Under the IRS's regulations, reimbursements and payments for ordinary and necessary business-related expenses that are not lavish or extravagant are excluded from taxable compensation when made under an "accountable plan" policy. Otherwise, the reimbursements or payments that travelers receive for allowable expenditures may be considered part of their taxable compensation. Ordinary is defined [by the IRS](#) as "common in [a] field of trade, business or profession" and necessary as "helpful and appropriate for [a] business." To qualify as business expenses, expenditures must be directly related to or associated with the University's mission. In addition, in order to qualify as an accountable plan, travel reimbursement and payment requests must be submitted and appropriately substantiated in ~~Chrome River Expense~~ [the University's expense reimbursement system](#) within sixty (60) calendar days of the last day of travel. Requests not submitted within sixty (60) calendar days after the conclusion of the travel, and those without a valid UNM business purpose, will be included in the ~~employee's~~ [employee's](#) wages, subject to tax withholding, and reported to the IRS and the employee on the applicable IRS form. Reimbursements and payments will not be processed if submitted more than one hundred and eighty (180) calendar days after the last day of travel.

3. Reimbursement

3. University Paid Travel

3.1. Eligibility

To be eligible for travel expense reimbursement or payments other than mileage, ~~travelers~~:

1. Travelers must be on official University business at least fifty (50) miles away from their assigned work location.
2. Travel must be integral to the University's mission, meaning it is directly related to or associated with the University's mission.
3. Travel expenses must be reasonable and allowable costs of travel under this policy.
4. Foreign nationals serving as staff or faculty must comply with the Internal Revenue Service (IRS) requirements for reimbursing foreign nationals. See Section 5.1 of UAP 2180 ("Foreign Nationals").

3.2. Remote Work

An employee subject to a Hybrid Remote Work Agreement may be required to commute between the UNM Worksite and the Alternate Work Location. Employees traveling between their Alternate Work Location and a UNM Worksite are not considered to be on travel status. Travel between the UNM Worksite and the Alternate Work Location is considered a normal commute and not eligible for reimbursement of mileage, parking, tolls, meals and other commute-related expenses.

An employee subject to an In-State Remote Work agreement or an Out-of-State Remote Work agreement who performs all duties from an Alternate Work Location who is required by the employee's supervisor or manager to travel to the UNM Worksite for official university business may be reimbursed for travel expenses, if the travel exceeds fifty (50) miles each way. Travel reimbursement for this type of travel should be infrequent. Travel to a UNM Worksite other than at the University's request is not reimbursable travel.

For more information regarding remote work for staff, see UAP 3245.

3.3. Documentation and Information Required

Travelers seeking reimbursement of travel costs incurred using personal funds ~~should~~must submit a request for reimbursement or payment via ~~Chrome River Expense; the University's expense reimbursement system.~~ Travelers may delegate the authority to submit such requests. ~~The University business purpose of the travel, and all required supporting documentation (including receipts) must be provided; on behalf of the traveler and the applicable dean, director, or to other department head must approve the request in Chrome River Expense. For travelers whose costs will be covered under a contract or grant, the principal investigator (PI) for the contract or grant is required to approve the request in Chrome River Expense, in lieu of the dean, director, or department head. If the traveler is a dean, director, department head, or PI, the traveler's supervisor must approve the request in Chrome River Expense.~~

~~To expedite processing of requests for travel reimbursement, travelers should thoroughly explain their travel claims and personnel. Employees seeking reimbursement must provide itemized receipts and supporting documentation to verify~~

~~that the expenses were paid by the person being reimbursed. This is important for processing and~~ the following information and/or documentation to satisfy internal and external ~~reviews and audits.~~ audit requirements:

- An explanation of the purpose of the travel and how it relates to University business. In situations where travel expenses are substantially higher than is usual or customary, the traveler must explain the reason for the increased cost.
- Conference itinerary or agendas
- Itemized receipts for any travel-related expenses of \$25 or more.
- Receipts should indicate that the expenses incurred were paid by the employee seeking reimbursement.
- Airline itinerary

If receipts are unavailable, the traveler must certify ~~in Chrome River Expense~~ that no other reimbursement claim will be submitted to any other entity. This certification will also route to the applicable dean, director, department head, ~~or PI,~~ Principal Investigator (“PI”), or delegate of authorized approver, who must also indicate approval ~~via Chrome River Expense, and indicate and certify~~ that the department assumes responsibility for any duplicate payment.

Failure to provide proper information and documentation may result in a delay of processing, approving the reimbursement or a reduction in reimbursement.

3.34. Approval of Reimbursement and Per Diem Requests

~~The approvals required under this policy must be completed by the applicable persons either via email, or by logging in to Chrome River Expense.~~ The traveler and the applicable dean, director, department head, immediate supervisor or delegate of authorized approver must approve a reimbursement or payment request. For travelers whose costs will be covered under a contract or grant, the PI for the contract or grant must approve the request in lieu of the dean, director, or department head. If the traveler is a dean, director, department head, or PI, their immediate supervisor or delegate of the authorized approver must approve the request. All approvals must be done via the University’s expense reimbursement system.

Any of the parties required to provide approval, other than the traveler, as indicated in Section 3.23 herein, may delegate this authority to a person within the department with appropriate authority and independence, such as a department administrator or financial manager.

4. Prior Approval

~~4.1. Travel Within the United States~~

Departments and other units ~~may~~should establish departmental procedures ~~for requiring that require~~ prior approval of travel within the ~~United States. The University will process claims for reimbursement approved by deans, directors, department heads, or PIs and assume prior approval was, or would have been, obtained from the appropriate person or delegate, based on their approval of the reimbursement request, as detailed in Sections 3.2 and 3.3 above.~~ United States.

4.2. International Travel

Travelers on international business must receive the prior approval of their dean, director, department head, PI, or ~~designate. In~~ delegate of the ~~case of travel by a dean, director, department head, or PI, the approval must be made by the person who is in a position of authority over the traveler. Where the traveler has continuing business overseas, such approval may cover multiple trips.~~ authorized approver. When traveling on restricted contract and grant funding, a sponsoring agency may require prior written approval for each international trip ~~from the sponsoring agency.~~ For additional clarification, ~~see the refer~~ to <https://purchase.unm.edu/unm-travel.html> for additional clarification on the UNM Travel Purchases page on the Purchasing Department website.

5. International Travel - Export Control Compliance

Travelers are required to comply with all export control laws and regulations while traveling internationally. When traveling internationally with UNM-owned equipment or UNM-owned information, please contact Export Control at

export@unm.edu; export@unm.edu prior to commencing travel. Export Control : UNM PCard | [The University of New Mexico](#)

6. Health and Accident Insurance for ~~International~~ Travel

Health and accident insurance for ~~international~~UNM business travel is available ~~through~~via UNM Travel, the ~~University's~~ Safety University of New Mexico's travel management program providing UNM business travelers' convenience, safety, value and a multitude of booking options both domestically and internationally. Additional information on allowable coverage and employee eligibility, including the most up to date coverage options can be found on the Risk Services ~~Department website (~~ Risk Services | The University of New Mexico). This insurance coverage ~~will~~is meant to help travelers, who become sick or injured while traveling both domestically and in a foreign country ~~to~~, locate and receive medical care. The insurance also covers medical evacuation and repatriation of remains. ~~While this coverage is available, it is considered an optional, personal expense, and therefore cannot be paid with University funds, including grant funds, except as noted below. Please contact UNM Risk Services for more information regarding this coverage.~~

For University sponsored study-abroad trips, trip leaders and participants are required to purchase health and accident insurance, as described in Section 4.1 of UAP 2710 ("Education Abroad Health and Safety"); UAP 2710 ("Education Abroad Health and Safety"), which may be paid with University funds and with contract and grant funds (if allowable under the terms of the award). While this coverage is available, if paid by grant funds, it may not be allowable under the terms of the award.

7. Transportation Expenses

Transportation expenses are the ordinary and necessary expenses of getting from the traveler's place of employment to another work site while on University business. If required due to the start and end times of the business event, travel on the day before and/or after the event may be allowed. Travel time does not include time spent for personal business or time required to travel by car that exceeds travel time via commercial transportation, unless travel by car is necessitated by the nature of the trip.

8. Air Travel

8.1. Parking/Ride Share To/From Airport

Travelers may be reimbursed the cost of parking at the airport for the duration of the business travel. For information on Ride Share refer to section 9.4. In lieu of parking, travelers may be reimbursed the cost of transportation to and from the airport (such as by taxi) ~~if it is less than the cost of parking at the airport for the duration of the trip, or shared ride services).~~ Travelers will be reimbursed for such transportation expenses with proper documentation.

8.2. Commercial Airlines

The University will pay the cost of commercial airline travel at the least expensive economy- or coach-class rate with reasonable additional fees that meets the business needs or requirements of the traveler. Travelers will be reimbursed for fees associated with airline travel (such as for baggage, an aisle seat within the economy or coach class, early boarding, or other fees), ~~when~~if the dean, director, department ~~administrator~~head or ~~other department~~delegate of authorized approver has determined that the fees are reasonable and appropriate for the purpose and length of the trip. ~~The airline itinerary must be submitted in Chrome River Expense. The determination of reasonable fees does not need to be documented in Chrome River as long as all appropriate receipts are submitted to Chrome River.~~ Travelers are encouraged to plan their travel far enough in advance to be able to receive the lowest available airfares. Travelers may ~~always~~ upgrade to other than economy- or coach- class accommodations at their personal expense, including through the redemption of frequent flyer benefits. Refer to <https://purchase.unm.edu/unm-travel.html> for additional clarification, ~~see on~~ the UNM Travel ~~Purchases~~ page on the ~~Purchasing Department~~Purchasing Department website.

Under the Fly America Act, transportation paid by a federal contract or grant must use American carriers whenever possible. Sponsored research projects are subject to the terms and conditions of the specific awards, as well as applicable program guidelines, which may restrict the use of funds for certain types of expenses. Please contact the appropriate Contract and Grant Accounting Office for your award with any questions.

8.2.1. Exceptions for Class of Air Service

Flying business class when conducting University business is allowed only under the following extenuating circumstances:

- Where the origin or destination is outside the United States and the scheduled flight time, including stopovers and change of planes, is in excess of fourteen (14) hours and the traveler will be engaged in business activities the following day or sooner. This does not include time spent at the originating and ultimate arrival airports.
- When the use of business class results in an overall savings to the University ~~by avoiding additional subsistence costs or lost productive time.~~
- When the use of business class is necessary to accommodate a documented medical disability or other special need.

Premium economy class (which airlines refer to by several similar names) is allowed for international travel flights consisting of five (5) hours or more of total travel time.

~~It is the traveler's responsibility to provide documentation of the appropriate exception when applicable.~~

8.2.2. Frequent Flyer Mileage

All frequent flyer mileage or other incentives earned by the ~~individual~~employee while on University business may be retained by ~~travelers~~the employee for University or personal use. However, the method and routing of travel must not be arranged solely to ~~take advantage of such incentives. The~~ obtain a personal benefit. If an employee chooses to use ~~of~~their own frequent flyer miles ~~and/or~~ other incentives ~~for~~to upgrade their travel accommodations while traveling on University business ~~are, the value of such personal property is~~ not reimbursable by the University, as these are not actual out-of-pocket expenses that have been incurred by travelers.

8.2.3. ~~In-~~Unused Flight ~~Technology Charges~~Credits

~~The reimbursement of in-flight charges for access to the Internet, to a phone, and similar charges are not allowed unless travelers can show that incurring these additional expenses provide a greater benefit to the University than accessing these services pre- or post-flight at no charge.~~

In the event of a business trip cancellation or an employee's resignation prior to a scheduled University business trip, unused flight credits purchased with University funds are considered University property and cannot be used for personal use. Use of such flight credits for personal use would be a violation of the New Mexico constitution Anti-Donation clause. However, an employee or departed employee may use a University flight credit for personal use if they compensate the University in full for the cost of the flight. Departments who purchase airline flights are responsible for tracking unused flight credits and ensuring that they are not used for personal use.

8.3. Chartered Air Transportation

Chartered air transportation will be reimbursed in full when there are financial savings associated with this type of travel or unique time constraints that favor chartered transportation. Otherwise, chartered transportation will be reimbursed at the lower of the cost of commercial travel at the lowest available rate at the time of the reservation or the actual charter expense. Refer to Section 11.1 for procurement procedures for chartered transportation.

8.4. Privately Owned Airplane

~~In accordance with the New Mexico Per Diem and Mileage Act,~~ Business usage of personal aircraft will be reimbursed at the rate ~~of eighty-eight cents (\$.88) per mile or the lowest available airfare at the time commercial reservations would normally have been made, whichever is less.~~ set forth in the New Mexico Per Diem and Mileage Act.

9. Automobile Travel

9.1. Rental Vehicles

Travelers are encouraged to use cost effective public transportation when available; but are authorized to rent automobiles when necessary. The business need for the rental car must be fully explained in the reimbursement request. Reimbursement for expenses incurred when traveling by a rented automobile in lieu of air travel for out-of-state travel may not exceed the cost the traveler would have otherwise incurred if the traveler had flown. Due to the increased risk of rollover accidents associated with fifteen (15) passenger vans, these vehicles may not be rented for University business. Travelers should use the services of those vendors with which the University has contracted for favorable terms; ~~Enterprise and National. However, if a different vendor has,~~ These rates can be viewed on the Purchasing Department website <https://purchase.unm.edu/> ~~However, if a different vendor has~~ more favorable rates, that vendor may be used.

~~It is recommended that the driver of a rental car for UNM business purposes obtain a UNM driving license or complete defensive driving training, such as the National Safety Council Defensive Driving Course.~~

9.2. Rental Car Insurance

9.2.1. Renting Vehicles through using UNM's ~~Agreement with Enterprise and National~~ Negotiated Contract

The University's ~~agreement with Enterprise and National~~ negotiated contract with domestic rental car companies includes coverage for a collision damage waiver (CDW) and a loss damage waiver (LDW) at no additional charge to travelers. ~~In order to take advantage of these changes, travelers must use the new Enterprise and National agreement (No. XZ34492) when making their reservations.~~ The CDW and LDW coverage should be declined when picking up ~~an Enterprise or National~~ a rental vehicle because the coverage is already included in the UNM rates. In order to take advantage of these benefits, travelers must rent a vehicle from an approved rental car company. Please refer to the Purchasing department website <https://purchase.unm.edu/> to determine the rental car companies with a negotiated contract with UNM.

9.2.2. Renting Vehicles from Other Vendors

If travelers do not make reservations under with the University's ~~agreement with Enterprise~~ contracted vendor and ~~National~~ and choose to use another rental car vendor, ~~then~~ the State of New Mexico Risk Management Division coverage would apply in the event of an accident or incident. The Risk ~~Services~~ Management Department treats cars rented by University travelers for official University business as if they were UNM vehicles. For liability purposes, UNM is covered by the ~~Tort Claims Act.~~ ~~For physical damage, UNM's share of the damages would be capped at \$2,500 (with \$1,750 paid by the renting~~

~~department and the remainder paid by Risk Services). The State of New Mexico Risk Management Division will pay any damages over the \$2,500 cap. [New Mexico Tort Claims Act](#). Please contact UNM Risk Services as soon as possible in the event of an accident or property damage claim.~~

~~Upon approval of the renting department's dean, director, department head, or delegate,~~ Travelers may be allowed to purchase additional CDW or LDW insurance if they are on UNM business travel out of state [if approved in advance by the applicable dean, director, department head, or delegate of the authorized approver.](#)

9.2.3. International Rental Car Insurance

[When planning](#) for international travel, contact ~~Risk Services for a determination as~~ [UNM Risk Services in advance of travel](#) to [determine](#) whether [international rental car](#) insurance needs to be purchased.

9.3. ~~Global Positioning System (GPS) Feature~~

~~Generally, the GPS feature offered by rental car companies is not considered an "ordinary and necessary expense" and payment for this feature with University funds is not normally authorized. However, deans, directors, department heads, or their delegates, may authorize payment for the use of a GPS feature if they decide it is in the best interest of the University. This authorization must be made prior to the trip, be in writing, include a justification, and be submitted as part of the travel documentation in the request in Chrome River Expense.~~

9.4. ~~Personal Automobile~~

~~Consistent with the New Mexico State Per Diem and Mileage Act,~~ Use of a personal automobile for official University business may be reimbursed up to the IRS standard mileage rate in effect ~~for~~[at](#) the time ~~specified in the New Mexico Per Diem and Mileage Act.~~[of travel](#). Refer to the ~~"Mileage Rate Allowance for Usage of a Privately Owned Vehicle"~~ page in the "Travel" section of the Financial Services Unrestricted Accounting, Main website [at https://ua.unm.edu](https://ua.unm.edu) for the current allowable rate. Each department should decide and communicate if it will reimburse at a lesser rate. Employees may be reimbursed only for miles actually driven while conducting University business. The rate is intended to cover all costs associated with owning the automobile, including gasoline, maintenance and repairs, and insurance.

9.4.1. In-State and Local Mileage

Mileage reimbursement may be allowed for in-state travel between cities and within the local area, ~~and~~ [up to the IRS standard mileage rate in effect at the time of travel](#). [When seeking reimbursement of in-state or local mileage, employees](#) must exclude mileage normally associated with commuting from the [employee's](#) residence to the ~~place of employment~~. ~~Documentation of business mileage can be submitted in Chrome River Expense using the Google Maps feature to calculate the distance. Mileage can also be documented by submitting~~[employee's designated UNM Worksite](#). Refer to the ~~standard Mileage Log available on the Unrestricted Accounting Main website~~[Unrestricted Accounting, Main website](#).

9.4.2. Out-of-State Mileage

Reimbursement for expenses incurred when traveling by personal automobile in lieu of air travel for out-of-state travel may not exceed the cost the traveler would have otherwise incurred if the traveler had flown—[to the destination](#). If travelers [prefer to drive](#)~~due to personal preference~~, they must provide documentation of what the total costs would have been had they flown—[in advance of travel](#). This documentation should include at least three (3) airline quotes (include Southwest Airlines when applicable) for the actual travel dates, the lowest of which should be used in the comparison, as well as documentation showing what the most economical local transportation would have cost. [Quotes should be obtained when the travel planning commenced \(not at the last minute\)](#). The [allowable](#) reimbursement~~amount allowed~~ will be the lower of the ~~total~~[lowest quote for](#) air travel costs, or the [actual](#) mileage [incurred at the approved](#) reimbursement—[rate](#). If the traveler fails to provide the required comparison information, ~~the Financial Services accounting office will calculate~~[may deny](#) the ~~comparison and determine the allowable request for~~ reimbursement~~of mileage~~.

9.54. [Taxi/Ride Share/Public Transportation](#) Fares

~~Taxi fares~~ [Employees](#) may be reimbursed for ~~travel~~[fares incurred traveling](#) to and from a business destination ~~such as~~[from an](#) airport, hotel, conference site, or other location necessitated by the business trip. ~~Taxi fares for travel~~ [Fares incurred traveling](#) to restaurants [or other destinations](#) for ~~personal~~ meals or other ~~locations of~~ personal ~~interest~~[interests](#) are not ~~allowed~~ [reimbursable](#).

9.65. Fleet Automobiles

~~The University~~ [UNM Facilities Management](#) Automotive, [Maintenance, Repair and Rental](#) Center provides a full-service rental service at competitive rates. Refer to ~~UAP 7780 ("Use of University Vehicles")~~ [UAP 7780 \("Use of University Vehicles"\)](#) for more information.

9.7. ~~Car Sharing Program~~

~~Enterprise CarShare vehicles are available for hourly rental for University business and reimbursement may be requested for miles actually driven while conducting University business.~~

10. Other Types of Transportation

Occasionally, a traveler may need to use alternate types of transportation, such as a boat. ~~Associated~~ [or train, while on official business](#). [When submitting a request for](#) reimbursement~~requests, the traveler~~ should ~~be submitted via Chrome River Expense, with the necessary~~[provide](#) supporting documentation and an explanation of the need for the alternative transportation.

11. Procurement Procedures

11. Chartered Transportation

Chartered transportation for group or team travel must be processed through the appropriate group or team travel office (i.e. Purchasing Department, Athletics) and the chartered costs may not be reimbursed to an individual employee or student that incurred the costs directly.

12. Paying for Travel

It is recommended that travel expenses, excluding personal meals, ~~may be purchased~~paid for with a University Purchasing Card (PCard). Refer to “Using the PCard for Travel” on the ~~Purchasing Department~~ Purchasing Department website for specific procedures. ~~Prepayment of~~ Conference or workshop fees ~~should~~may be madepaid in advance with a PCard ~~or via Chrome River Invoice~~ when paying the vendor directly. If a PCard is used to make travel purchases that are not in compliance with this policy, the cardholder must immediately reimburse the University for the disallowed expenses. ~~charged to the PCard. The PCard may be revoked when knowingly used for a purpose in violation of this policy.~~ When using a PCard to pay for travel expenses, care should be taken to use vendors who will issue refunds or allow for future use of services purchased in the event the travel does not occur. Individuals who do not complete travel plans for which expenses were ~~paid~~prepaid on a PCard, and not refunded by the vendor, will be required to reimburse UNM for those expenses unless a valid reason is provided for the cancelled travel.

As an alternative to using the PCard, travelers may use personal funds to pay for their travel expenses and may not request reimbursement ~~via Chrome River Expense~~until after ~~they return from~~completion of the travel. Travelers ~~must provide receipts to document that they incurred the~~ seeking reimbursement for expenses. ~~Travelers' personal meal expenses must be~~ they paid for usingwith personal funds. ~~The traveler will be reimbursed for meal expenses via a request submitted in Chrome River Expense, using the applicable per diem rate, upon completion of the travel.~~ must do so within sixty (60) calendar days of the last day of official business travel.

11.1. Chartered Transportation

~~Chartered transportation for group or team travel must be processed through the Purchasing Department. Departments should submit a Purchase Requisition in LoboMart a minimum of thirty (30) days before the intended travel in order to allow for completion of this process.~~

12.1 Lodging and Meals

Travelers may be reimbursed ~~expenses~~ for lodging and meals, subject to the limitations of this section. on a per diem ~~meal reimbursement includes the~~or actual ~~cost of food, beverages, gratuities, and incidental expenses.~~cost basis. Receipts are not required for ~~travel costs reimbursed~~lodging and meals paid on a per diem basis. ~~Normally, the traveler will~~ Travelers should use the per diem rate for the location where the business event occurred. If the traveler uses a different rate, an explanation must be provided ~~in the request in Chrome River Expense~~ when seeking reimbursement or payment.

Reimbursement requests for actual expenses incurred by a UNM individual (faculty, staff, or student) when purchasing meals for other UNM individuals while traveling as defined in Section 3.1 of this policy, who therefore qualify for per diem reimbursement, is not generally allowable. Each such individual is entitled to request the appropriate meal per diem amount provided for under this policy.

Travelers may be reimbursed for lodging and meal expenses by any one of the methods listed below.

Travelers may be reimbursed for their own meals, or for non-UNM employee's meals as part of a business meal. Travelers may not be reimbursed for meals for other UNM employees.

12.2. Method One: Day Trip Meal Allowance

As noted in section 12.3 herein, in regard to overnight travel, meal per diem is allowed at 75% of the applicable rate on both the departure day and return day. Similarly, Travel that does not include an overnight stay, also referred to by the IRS as a “rest period,” will be considered a “travel day” for the purposes of determining the allowable meal per diem. Therefore, travel with no overnight stay, ~~or rest period,~~ is limited to ~~an IRS Form W-2 tax reportable day trip meal allowance of~~ no more than 75% of the applicable meal per diem rate, in cases where the department approving authority expects the traveler to incur meal expenses. No day trip meal allowance will be paid when the traveler ~~receives a~~ is provided a meal, regardless of amount. Travel time must exceed twelve (12) hours in order to claim a day trip meal allowance when funded by federal sources.

12.2. Method Two: Flat Per Diem Allowance for International Travel and Travel Within the United States

In-state travel:

The per diem allowance for ~~international travel and~~ travel within ~~the United States is defined in the~~ New Mexico Per-Diem and Mileage Act. Travelers may request reimbursement of eighty-five dollars (\$85) for in-state travel is the per diem rate published annually by the New Mexico Department of Finance and Administration (the “DFA travel and one hundred fifteen dollars (\$115) for rate”).

Out-of-state and international travel: Pursuant to the provisions:

The per diem allowance for all other travel outside of RPM 7.7 (“Travel Reimbursement and Per Diem”), New Mexico, domestic and international, is published by the higher rate listed in U.S. General Services Administration (the Act may be allowed if the Regents, in a public meeting, determine that the noted rates are inadequate for travel to a particular destination. This per diem rate allowance is a payment in lieu of reimbursement for actual lodging and meal costs, and is intended for each twenty-four (24) hour period or for a period of less than twenty-four (24) hours if overnight lodging is required. In the latter case, the per diem is reduced for unallowable meal costs. Any reduction in or addition to meal per diem amounts will be calculated in accordance with Section 12.3 herein and will be based on the location where the business event occurred. This allowance is a payment in lieu of reimbursement for lodging and actual meal costs, and applies whether or not there are actual lodging costs. “GSA rate). If either lodging or meals are included in

conference or program fees, [the traveler's reimbursement request](#) must be reduced by the applicable amount. [It is the responsibility of the traveler and/or the department to ensure that any lodging or meals provided by a program or conference are deducted from a reimbursement request, to safeguard the University from paying for meals already included in conference or program fees.](#)

12.3.2. Method Three: Actual Lodging ~~Expenses~~Expense Reimbursed, Plus a Per Diem Meal and Incidental Expenses ReimbursementPayment

This method is allowed for both domestic and international travel. Actual lodging expenses paid with the traveler's personal funds will be reimbursed when supported by itemized receipts showing payment in full. Travelers may request [reimbursement per diem payment](#) for meals and incidental expenses at the ~~federal reimbursement rates~~ [GSA rate](#) for travel to destinations outside of New Mexico. ~~Reimbursement~~ [Per diem payment](#) for meals and incidental expenses for travel within New Mexico is limited to the ~~lowest federal meal per diem rate applicable to New Mexico; this per diem rate is applicable to all travel within New Mexico~~ [DFA rate](#) even if the ~~U.S. General Service Administration (GSA) designates a~~ [GSA rate is](#) higher ~~rate~~ for a specific city in New Mexico. The meals and incidental ~~expense~~ [expenses](#) per diem rates ~~is are~~ determined by the GSA and the U.S. Department of State. ~~Links to~~ The approved meals and incidental expense per diem rates applicable to this section can be accessed via the ~~Unrestricted Accounting, Main~~ [Unrestricted Accounting, Main](#) website- [at http://ua.unm.edu](http://ua.unm.edu). Travelers may request ~~reimbursement~~ [per diem payment](#) at the ~~federal~~ [GSA](#) rate for each full twenty-four (24) hour period, subject to [the](#) limitations addressed in this policy. ~~For overnight travel, travelers may~~ [Travelers shall](#) be paid 75% of the ~~allowable~~ [applicable](#) per diem rate for the business destination, on both the day of departure and the day of return-.

[\(i.e., the "Travel Day"\) when traveling for more than 24 hours.](#) For example, if the business destination has a per diem rate of \$60, the traveler is entitled to a per diem reimbursement of \$45 (.75 x \$60) for both the day of departure and the day of return, regardless of departure or arrival times.

When travel is reimbursed [or paid](#) from external sources that have specific travel reimbursement [or payment](#) policies more restrictive than those defined herein, the [policies of the](#) external ~~agency policies~~ [sources](#) shall be applicable. The per diem amounts referenced above are the maximum that may be claimed, unless the traveler's meal qualifies as a conference meal (see Section 12. herein) or as an official University hospitality expense in accordance with Section 5.2 of ~~UAP 4000~~ [\("Allowable and Unallowable Expenditures"\) UAP 4000 \("Allowable and Unallowable Expenditures"\)](#).

12.43. Conference Meals and Lodging

[In order to determine the lodging rate for a conference and whether any meals are included in the conference fee, travelers must provide a copy of conference materials that provide this information when submitting a request for reimbursement or per diem payment.](#) A "conference meal" is defined as a meal that is offered for separate purchase by the conference, or is ~~provided~~ [by included in](#) the conference- [fee](#). When travelers incur expenses for conference meals in excess of the per diem allowances set

forth above, the University will reimburse the actual meal expense upon presentation of the appropriate receipt; In that case, the request for per diem payment must also be proportionately reduced. When meals are included in conference fees, or otherwise provided, the per diem meal employee's reimbursement request must be reduced by the appropriate GSA per diem rate allocation for each meal provided. It is the responsibility of the traveler and/or the department to ensure that any conference or program provided meals are deducted from a reimbursement or per diem payment request, to safeguard the University from paying for meals already included in conference or program fees. In the event the conference meals provided are not suitable for the traveler due to medical, dietary or religious restrictions, the traveler need not deduct the cost of the conference meal when seeking reimbursement, and documentation of the restriction must be included in the business purpose.

Continental breakfast provided at a hotel, or by a conference, does not require a reduction in per diem. ~~A reduction is not required~~ when conference or hotel materials clearly indicate a "continental" breakfast is provided.

~~Reimbursement for~~ Conference lodging costs which exceed the cost of lodging as advertised ~~for the conference must be explained. In order to determine the advertised lodging rate and whether any meals are included in the conference fee, travelers must provide a copy of conference materials that provide this information, with the request submitted in Chrome River Expense~~ must be explained when seeking reimbursement.

12.54. Field Travel

~~When travelers are~~ Pursuant to federal travel regulations governing field research travel, travelers on field travel status, defined as travel for an extended period where normal accommodations either are not available or desirable, ~~a per diem allowance for lodging and meals of seventy-five dollars (\$75) may be claimed in lieu of actual lodging and meals. An example of field travel would be camping in a tent while conducting research in a remote area.~~ will be reimbursed at an amount up to 60% of the GSA rate in effect at the time of travel.

13. Combining Business Travel with Personal Travel

University business travelers may combine business travel with personal travel, as long as doing so does not change the primary purpose of the travel from business to personal. If the primary purpose is determined to be personal, under IRS guidelines, certain costs may not be reimbursable. Travel for personal, rather than business, purposes may be added at the beginning or end of a University business trip. ~~or~~ Friends or family may accompany a University traveler on a business trip. In such instances, the costs attributable to the University traveler for business purposes must be clearly separated from any personal travel costs of the traveler and the travel costs of the traveler's family or friends. A University PCard must not be used for personal travel costs when a trip combines business and personal travel. For trips that are ~~combinations~~ a combination of business and personal travel, costs of the business traveler may be reimbursed as follows:

13.1. Airfare

The business traveler's airfare, as described in this policy, will be reimbursed to and from the work location to the business destination.

Airfare to and from a personal destination is not allowable, unless documentation is provided showing that the cost was less than the airfare to and from the business destination. In such cases, Financial Services must be provided with documentation that shows what the airfare costs directly to and from the business destination, for the actual dates of the business event, would have been. The documentation should be from a travel site, such as Travelocity or Expedia, and include at least the three (3) lowest-cost flight choices; when applicable, Southwest Airlines' airfare also should be included as a comparison. The lowest cost, using a reasonable flight schedule based on the dates and times of the business event, will be used to determine what is allowable. ~~If contemporaneous documentation is not provided, Financial Services will conduct a post-travel-date comparison. Comparison methodology is located on the Unrestricted Accounting Main website.~~

13.2. Ground Transportation

The business traveler's ground transportation costs will be reimbursed, as described in this policy, ~~and limited to the dates of the business event and~~ for appropriate business needs.

Additional costs, incurred ~~for~~on dates before or after the dates of the business event, or for other individuals not on University business, are not allowable ~~under this policy.~~ If shuttle, taxi, or similar costs are incurred in which costs for non-UNM business travelers are included, there must be clear documentation of what the cost for the business traveler only would have been, if applicable.

13.3. Lodging Costs

The business traveler's lodging costs will be reimbursed, as described in this policy, and limited to the dates of the business event.

Additional costs incurred for dates before or after the dates of the business event, or for other individuals not on UNM business, are not allowable. If other than the UNM-business traveler stays in the hotel or other room with the UNM-business traveler, there must be clear documentation of what the cost for the business traveler only would have been.

13.4. Meal Per Diem

The business traveler's meal per diem will be reimbursed, as described in this policy, and limited to the dates of the business event.

13.5. Lodging with Family or Friends

Travelers may, and are encouraged to, take advantage of staying with friends or family who live at the travelers' business destinations, in order to save UNM the cost of lodging. Though such travelers have no lodging costs, they are entitled to be reimbursed up to the ~~\$85 (in-state) or \$115 (out-of-state including international)~~applicable per diem rate, as described in Section 12.2 of this policy.

14. Miscellaneous Expenses

Other necessary business expenses paid by the traveler using personal funds, such as ground transportation and associated tips, parking, business telephone calls, registration fees, copying charges, and Internet services ([hotel and in-flight](#)) will be reimbursed when itemized receipts are provided, along with a valid University business purpose. The per diem rates discussed in Section 12.3 above ~~also cover~~[include](#) incidental expenses defined by the IRS to include fees and tips for persons who provide services such as luggage handling, laundry, cleaning, and pressing of clothing. In addition, meal gratuities are considered to be included in the per diem amount. Therefore, individuals being paid [at the](#) per diem [rate](#) cannot also separately claim reimbursement for these incidental expenses. ~~Incidental expenses that are not considered part of the per diem rate, as noted in the preceding paragraph, can be reimbursed as separate charges when supported by receipts~~ [or gratuities](#).

15. Passports

No reimbursement is provided for costs associated with obtaining [or replacing](#) a passport [required](#) for international travel. [Passports are the personal property of the traveler.](#)

16. International Exchange Rates

When travelers request reimbursement for expenses paid in foreign currency, ~~Chrome River Expense~~[Financial Services](#) will calculate the appropriate currency conversion based on the exchange rate in effect for the payment date.

17. Exceptions

Any exceptions to this policy that are not otherwise provided for must be approved, in ~~advance and in~~-writing, by the [President](#), [the](#) Executive Vice President for [Finance and](#) Administration, the Provost [& Executive Vice President for Academic Affairs](#), [the](#) Executive Vice President for the Health Sciences Center, or ~~Chancellor~~[their authorized delegates](#).

18. References

[RPM 7.7: Travel and Per Diem](#)

[UAP 2140: Accounting for Federally Defined Allowable and Unallowable Costs](#)

[UAP 2170: Honorarium Payments](#)

[UAP 2180: Foreign Nationals](#)

[UAP 3300: Paid Time](#)

[UAP 3720: Employee Code of Conduct and Conflicts of Interest](#)

[UAP 4000: Allowable and Unallowable Expenditures](#)

[UAP 4040: Employee Recruitment Expenses](#)

[UAP 7780: Use of University Vehicles](#)

[NMSA 1978, § 10-16.4, *et seq.*: Governmental Conduct Act](#)

[New Mexico Department of Finance and Administration \(2.42.2 NMAC\)](#)

[Federal Travel Regulations - Field Rates - Rocky Mtn Research Station](#)

[New Mexico Mileage and Per Diem Act](#)