To: NMSU – ABCD
    NMSU Finance Users

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Subject: Airfare and Business Meals Procedural Changes

Airfare: Summary of changes includes:

- **Airfare Payment** - Beginning **August 1, 2015** the purchase of airline tickets will be allowed on the NMSU Procurement Card (PCard). Local travel agencies will be accepting the PCard in place of the index number that was previously provided. Travel agencies may continue to accept the index in the month of August to allow departments a transition period.

- **Airfare Cost** – The University will pay the cost of commercial airline travel, including luggage fees, at the lowest available rate that meets the business need. Travelers may always upgrade accommodations at their personal expense. All incentives earned by the individual while on business may be retained by the traveler. However, the method and routing of travel must not be arranged solely to take advantage of such incentives. The use of incentives for University business is not reimbursable by the University, as these are not actual out-of-pocket expenses incurred by the traveler.

- **Airline Fees and Upgrade Clarification** – The travel office has clarified allowable airline fees and charges. In summary, baggage and early check-in (Southwest Airlines only) fees are customary and allowable charges.

The following is a link to the revised Airfare business procedure which includes definitions and a table for airline customary vs. non customary fees: [http://af.nmsu.edu/bpm/bpm-5c/#20](http://af.nmsu.edu/bpm/bpm-5c/#20).

Travel expenses reimbursed by externally sponsored awards (grants/contracts) may be subject to more restrictive reimbursement regulations. In such cases, a traveler’s unit may use unrestricted funds to reimburse the traveler for the difference.

Business Meals: Beginning **August 1, 2015** the previous business meal dollar limits will no longer apply. The Dean/VP level authority is responsible for determining reasonableness and appropriateness. All expenses must continue to be properly documented. To assist with ensuring documentation is complete, a new form is available titled, “NMSU Meals, Refreshments, and Hospitality Expense Worksheet.”

The following is a link to the revised Business Meal procedure: [http://af.nmsu.edu/bpm/bpm-5a/#10.05](http://af.nmsu.edu/bpm/bpm-5a/#10.05) and the new form: [http://af.nmsu.edu/forms/](http://af.nmsu.edu/forms/)