



# Employee Travel

Soaring through the Process!



# Employees Eligible for Travel Reimbursement

- Faculty (including those on sabbatical and emeritus faculty)
- Staff
- Student employees

# What's First?

**BEFORE MAKING TRAVEL PLANS:**

**OBTAIN DEPARTMENT APPROVAL**

# Departmental Approval

Provide your department:

- Proposed travel destination and dates
- Business purpose of travel
- Estimate of all costs:
  - Registration
  - Mileage/shuttle to airport
  - Mileage to destination
  - Meals
  - Airfare
  - Airport parking
  - Ground transportation
  - Hotel

# Departmental Approval

- If driving rather than flying to a destination where commercial air service is available, a cost comparison will be requested at time of reimbursement.
  - ❑ When making related trip arrangements, obtain an airfare quote for cost comparison. Use [Airfare Equivalency Worksheet](#).
- International travel requires prior approval from International & Border Programs.
  - ❑ Complete the [International Travel Faculty/Staff](#) authorization form

# Methods of Payment

- Advances
- Diners Club Card (personal liability)
- PCard (airfare and registration)
- Wright Express (WEX) fuel credit card
- Enterprise (car rental direct billing)
- Personal funds or personal credit card

# Employee Travel Advance

- A travel advance may be requested using the Employee Travel Advance Form for up to 90% of the anticipated cost of lodging and meals, usually based on the destination per diem.
- Obtain a hotel quote if the advance is to be based on actual costs.

# Employee Travel Advance

- Advances should be requested thirty days before travel.
- Advances are issued a week prior to travel.
- At any time, a traveler may have only one advance outstanding.
- Lost or stolen advances are considered personal losses and must be repaid by the traveler to whom they were issued.



# After Travel is Approved

- Reimbursable before travel:
  - Submit any conference registration forms and fees
  - Reserve and pay for air travel
- Reimbursed after travel:
  - Reserve hotel
  - Reserve car rental or shuttle (if applicable)

# Prepaid Expenditures

- Optional meals may not be prepaid by NMSU. Charges prepaid by the traveler may be reimbursable.
- Tours and events not related to NMSU business are paid by the traveler and are not reimbursable.
- Optional prepayment of lodging is not allowed.

# Meals and Lodging

- Meals may be reimbursed using per diem rates for the destination or at actual costs not to exceed per diem rates. For the first and last day of travel, meal per diem is limited to 75% of the destination meal per diem.
- Lodging may be reimbursed using per diem rates for lodging plus applicable taxes or at actual costs for conference or meeting hotels, at hotels with established NMSU rates, or with dean/VP/CC president approval.
- Departments may limit reimbursements to less than the amount allowed by the University.

# Transportation – Airfare

- Provide receipt including itinerary and form of payment.
- PCard may be used for airfare.
- NMSU does not reimburse airfare if **FREQUENT FLYER MILES** are used.

# Transportation – Mileage

- Personal vehicle: Mileage may be reimbursed at the IRS business mileage rate using the [Frequently-Used Round Trip Mileage Table](#) or actual mileage traveled (attach a MapQuest or Rand McNally map showing the miles traveled). Travelers may also claim fuel only (receipts required).
- Departments may limit reimbursements to less than the rate or amount allowed by the University.

# Transportation – Car Rental

- Car rental costs are reimbursed after the trip.
- For rentals in the continental US, all optional insurance coverages should be declined. Insurance is provided under the university's fleet rental agreement.
- For rentals outside the continental US, LDW or similar insurance should be obtained. NMSU's insurance coverage does not extend beyond the continental U.S.

# Traveler Reimbursement

- [Travel Expense Report](#) (available May 1, 2016)
- One continuous trip per travel expense report.
- Use the [Employee Non-Travel Reimbursement Form](#) (available May 1, 2016) for expenses unrelated to travel.

# Required Documentation

- Conference Fees: Registration form, agenda, and receipt.
- Hotel receipts showing no balance due, including parking if applicable. At the time of purchase, be sure to print receipts from online booking services such as Expedia or Orbitz.
- Car rental final itemized bill.
- As applicable, receipts for airfare, parking, shuttle, taxi, or fuel.



# Settling Travel Advances

- Advances may be settled by submitting a Travel Expense Report or by repaying the advance. Advances must be settled within 90 days of the return from the trip.
- The amount of advances settled by Travel Expense Report more than 90 days after the trip will be considered taxable income and included on the traveler's IRS Form W-2.
- The amount of advances not repaid within ninety (90) days may be deducted from pay.

Thank you for viewing the  
presentation on NMSU  
employee travel.