Team Travel
Eligibility for Team Travel Reimbursement

• University-paid travel by students (including individual students) or groups of students are considered team travel.

• Team travel also includes travel by other NMSU sponsored groups considered to be potential students at NMSU.

• A faculty, staff, or graduate assistant sponsor is required for team travel.
What’s First?

BEFORE MAKING TRAVEL PLANS:

OBTAIN DEPARTMENT APPROVAL
What’s First?

• Complete Team Travel Authorization Form.

• Include or attach a list of travelers (roster).

• Authorization is required to request a cash advance.

• Sponsors traveling with the team may choose to be included with the team or to process their reimbursement separately.

• A sponsor may not necessarily travel with the team.
Team Travel Advances

• Submit an approved Team Travel Advance form.

• Advances may include up to 100% of estimated meals, lodging, and baggage fees.
Meals Payment Options

- Meal costs are limited to the amount of the destination meal per diem.
- If meals are provided, retain receipts for reimbursement.
- If meal money is provided, get and retain signature sheets (documenting receipt of funds) for reimbursement.
Lodging Payment Options

• Prior to a trip, lodging prepayment can be requested on a Direct Pay Request form. This is considered as part of the trip advance.

• After the trip, lodging advances are cleared by providing detailed hotel receipts.

• If the hotel allows, payment can be made after the trip by submitting detailed hotel receipts with a Direct Pay Request.
Airfare Payment Options

• PCard may be used to purchase airfare for team travel.

• If paid with personal funds, reimbursement may be requested either before or after the trip with appropriate supporting documentation.
Student Trip Insurance

• An insurance plan covering medical costs of sicknesses or accidents during travel is available at a cost of $0.19/person/day. This coverage is secondary to medical coverage of students and/or parents.

• To enroll, complete the request form and submit to purchasing@nmsu.edu or to MSC 3890. Please call 646-2916 with questions.
Settling a Team Travel Advance

• After the trip, the travel advance must be cleared within ten working days using a Travel Expense Report (available May 1, 2016).

• Attach a list of all travelers.

• Attach a signature sheet or receipts for meals, detailed hotel bills, and receipts for baggage fees.
Settling a Team Travel Advance

- Advances not settled within 90 days of travel will be charged to the departmental index provided on the Team Travel Authorization form.
Reimbursements With No Advance

• If no advance was obtained, provide the following for reimbursement (as appropriate):
  – A list of travelers
  – Receipts for meals
  – Detailed receipts for lodging
  – Detailed rental car receipts
  – If not previously reimbursed, airfare receipts showing itinerary, amount paid and form of payment.
Thank you for viewing the presentation on the NMSU Team Travel Process.