



# 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](mailto: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.