




Procurement Services
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Date: April 29, 2016
 To: ABCD Distribution
 From: Bill Harty, Director, Procurement Services 
 Subject: New Web-Based Travel Expense Report and Employee Non-Travel Reimbursement

We are pleased to announce that a web-based Travel Expense Report will be used to accumulate and report trip expenses for travel beginning on or after May 1, 2016. A separate new form, Employee Non-Travel Reimbursement, will also be available starting May 1 to be used for the reimbursement of employee expenses not related to travel. Both forms will be on the Administration and Finance forms page: <http://af.nmsu.edu/forms>. A number of changes to the travel reimbursement procedures approved earlier this year are being implemented along with the new form.

The following table summarizes the form and procedural changes taking effect on May 1:

<u>Changing Form/Procedure</u>	<u>Before May 1, 2016</u>	<u>On or After May 1, 2016</u>
Form for travel reimbursements:	Reimbursement Voucher-with calculations or Reimbursement Voucher-without calculations	Travel Expense Report
Form for non-travel reimbursements:	Reimbursement Voucher	Employee Non-Travel Reimbursement
Minimum distance (one-way) of travel to be eligible for meals and lodging reimbursement	15 miles	50 miles
Meal per diem for one day travel (not involving an overnight stay)	Reimburse pro-rated per diem or actual cost limited to pro-rated per diem.	Reimburse 75% of the applicable meal per diem for travel of at least 9 hours.
Meal per diem for the first and last days of travel	Reimburse per diem pro-rated based on the total time of travel.	Reimburse 75% of the applicable meal per diem.
Lodging reimbursement	Reimburse actual cost or per diem.	Reimbursement limited to the lodging per diem, except that actual cost will be reimbursed for conference or meeting hotels, for hotels with an NMSU negotiated rate, or for other hotel stays justified and approved by the appropriate dean, vice president, or community college president.

<u>Changing Form/Procedure</u>	<u>Before May 1, 2016</u>	<u>On or After May 1, 2016</u>
Incidental expenses	\$6/day	Included in the meals per diem. (Per diem rates were adjusted to include specified incidental expenses.)
Driving versus flying	Mileage limited to the expense that would have been incurred if the travel had been by commercial airline. Per diem limited to the lesser of the actual travel time or that would have been incurred if the travel had been by commercial airline.	No change. Adding a reminder of the required Airfare Equivalency Worksheet.

To assist in the transition to the new form, open computer laboratory sessions will be available during May. Travelers and related support staff are invited to bring travel reimbursement information to try out the new form with available assistance from Accounts Payable/Travel office staff during these times:

<u>Date</u>	<u>Time</u>	<u>Room</u>
Tuesday, May 10, 2016	10:00-11:30 am	ARC 106
Thursday, May 12, 2016	2:00-3:30 pm	ARC 106
Tuesday, May 17, 2016	10:00-11:30 am	ARC 101
Thursday, May 19, 2016	2:00-3:30 pm	ARC 101
Tuesday, May 24, 2016	10:00-11:30 am	ARC 101
Thursday, May 26, 2016	2:00-3:30 pm	ARC 106

Questions related to the new forms can be directed to the Accounts Payable/Travel Office at 646-1189 or email accountspayable@nmsu.edu.

cc: BAAC, finance-users