



Travel Procedures

NMIMT Faculty, Staff, and Students

New Mexico Tech Business Operations
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The purpose of this document is to establish guidelines for the Travel Reimbursement for New Mexico Institute of Mining and Technology's (NMT/NMIMT) Students, Staff, and Faculty.

This document is continually being updated; we would appreciate any information and/or insight that would help us develop documentation for NMIMT's departments.

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I. Travel

A. Faculty, Staff, and Students

This procedure is applicable to any New Mexico Institute of Mining and Technology (“NMT” or “NMIMT”) faculty, staff, and student (traveler) traveling on official NMIMT business with a destination greater than 25 miles away from either their designated post of duty or their home, whichever is closer to their destination. All NMIMT faculty, staff, and students who will be traveling should be familiar with the NMIMT Travel Procedures. Expenses that are not allowed will not be reimbursed.

Please note, travel procedures and the websites referenced in this procedure may change. All travelers who will be traveling on NMIMT business should frequently review these procedures and the information on the NMIMT Travel website. When a change is made to the rates, a notice will be sent to the NMIMT community.

The NMIMT President has the authority to waive in writing parts of the Travel Procedures for faculty, staff, and students so long as the waiver is not contrary to reimbursement rates, the procedure for travel advances, or other requirements mandated by the Per Diem and Mileage Act, as modified by the New Mexico Tech Board in the Travel Policy and in accordance with the Act, for employees. A written request must be attached to the travel form for any exceptions to the Travel Procedures.

The Travel Office is located in Wells Hall, Rooms 103 and 105. All forms are available on the Travel Office web page <http://nmt.edu/finance/travel.php>.

B. Regents

The New Mexico Tech Board of Regents (the “Board”) will follow NMT Travel Procedures, for travel related to their duties as Board members. Members of the Board will be reimbursed in accordance with NMT travel procedures.

The Board has the authority to waive parts of the Travel Procedure for the NMIMT President, so long as the waiver is not contrary to reimbursement rates, these Travel Procedures, or other requirements mandated by the Per Diem and Mileage Act, as modified by the Board in the Travel Policy and in accordance with the Act, for employees.

C. Non-Employee Travelers

All non-employee travelers follow the NMIMT Travel Procedures with the exception of the requirement of a travel request, prepayments, and advances.

D. Penalties

Any public officer or employee covered by the Per Diem and Mileage Act who knowingly authorizes or who knowingly accepts payment in excess of the amount allowed by the Per Diem and Mileage Act or in excess of the amount authorized by the Board pursuant to Section 10-8-5 NMSA 1978 is liable to the State in the amount that is twice the excess payment.

II. Funding Sources

Regardless of funding sources, per diem for meals on same day travel will **not** be paid by NMIMT. Same day travel is defined as any trip that does not include overnight lodging. Consecutive trips with different funding sources should be documented per day. Provide documentation showing the proper split of events and associated rates. Splitting sources due to exceeding the federal rates is allowable by charging other approved funding sources if budget is available.

A. State Appropriation Funding

Travel supported by state appropriation funds will not exceed the NMIMT per diem rates established by the NMIMT Board in Section - XVI Rates as amended by New Mexico Department of Finance. All NMIMT policies and procedures regarding travel reimbursement will apply to travel on all state appropriation funds.

B. External Funding on Sponsored Projects

Travel charged to a sponsored project must follow applicable regulations as well as the NMIMT Travel Policy and funding agency requirements, whichever imposes the greater restrictions.

Travel expenses that directly support the sponsored project may be charged on an actual expense basis, on a per diem or mileage basis in lieu of actual expenses incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. Sponsored awards are subject to certain federal laws and the regulations set forth in the Uniform Guidance, 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Contact Sponsored Projects administrator for guidance.

Under select circumstances, a student may travel on a sponsored project, but not be compensated by said project. Travel without compensation is permissible under the following conditions:

- A budget provision has been made for student(s) traveling, but not employed on the project and the benefit of such travel to the sponsored agreement has been justified in the cost proposal (2 CFR 200.475 (b)).
- Agency approval or written acknowledgement of the proposed travel has been obtained, either by agency acceptance of the proposal or by specific approval from an agency program official.

National Science Foundation (NSF) does not fund travel to conferences that do not have published Code of Conduct requirements in place or written policies regarding violations of any statutes, regulations, or executive orders related to sexual harassment, other forms of harassment, or sexual assault. If a Principle Investigator (PI) is using NSF or National Institute of Health (NIH) funds to travel to a conference, please check the conference website to confirm a policy is in place. Print the conference policy and attach it to the travel authorization request. This document must be attached to the travel authorization request form in order for Sponsored Projects to approve the use of NSF funds to attend the conference.

C. Other Funding Sources

Per diem for travel expenses which are to be reimbursed from other discretionary funding sources, such as overhead return or donated funds, but not from funding provided by appropriations by the New Mexico Legislature, will be reimbursed at the NMIMT established per diem rates. All NMIMT policies and procedures regarding travel reimbursement will apply to travel on all funds including other sources.

III. Travel Procedure

The official electronic Travel Request and Reimbursement form is available on the NMIMT Travel web site. <http://nmt.edu/finance/travel.php> The printed form will be accepted on a case-by-case basis for authorized travelers.

Allow at least ten (10) working days for processing of all payments.

A. Request

The Travel Request form must be completed regardless of whether or not reimbursement from NMIMT is requested or whether another entity is paying for the expense. This completed form serves as evidence that the traveler is on approved official NMIMT business and is thereby covered for liability under NMIMT's agreement with New Mexico Public Schools Insurance Authority (NMPSIA). Every NMIMT traveler MUST complete a TRAVEL REQUEST even if the traveler is using an official vehicle. An electronic No-Cost Travel Form is available on the Travel Office website and can be completed for trips that do not require purchases or per diem, but may require official vehicle mileage to be charged to a grant or contract.

A travel request is an estimate of reasonable maximum expenses to be reimbursed. **THE TRAVEL REQUEST MUST BE APPROVED BY THE TRAVELER'S SUPERVISOR PRIOR TO DEPARTURE.** If the Travel Request is not submitted to the Travel Office within ten (10) days prior to travel, a memo will need to be provided with the travel request explaining the reason for the delay is required. Travel expense reimbursement may be denied for travel undertaken, or travel expenditures incurred, without the requisite advance approval.

The following list gives the requirements for the travel request form:

- **Name** – full name of person who will be traveling
- **Banner ID #** – Nine (9) digit ID number
- **Citizenship/Status** – If 'Foreign National' is selected, the Student Reimbursement Questionnaire must be completed by NMIMT Students. The Travel Request will then be routed to the Compliance Office for approval. See Section - XII Student Travel (Foreign Students).
- **Travel Departure Point** – Enter the point at which the travel begins. For employees who commute, travel begins at the designated place of work or the employee's actual point of departure, whichever is closer to the traveler's destination.
- **Destination** - Enter the destination city or area as appropriate.
- **Date of Departure** – Enter the date on which the travel will begin. No more than one day prior to the event unless justification is provided.
- **Date of Return** – Enter the date on which the travel will end. This is not the date the traveler returns to work.
Example: If a traveler leaves on Wednesday January 17, 2018 and returns on Friday January 19, 2018, the date of departure is January 17, 2018 and the date of return is January 19, 2018. The date of return is not Monday, January 22, 2018.
- **Department** – Enter the traveler's department.
- **Contact** – Select who should be contacted with questions regarding the travel request.

- **Index** – Six (6) digit Banner Index code
If the trip will be split among more than one Index add more rows as required.
- **Account** – Six (6) digit Banner Account code
- **Activity** – Enter Banner Activity code if applicable.
- **Total Estimate** – The total estimate is calculated based upon the data entered in the request. All expenses must be included regardless of method of reimbursement. This includes prepayments made by the traveler, prepayments made by NMIMT, and expenses paid by NMIMT purchasing card (PCard).
- **Purpose and Benefit of Trip** – Provide the reason for the trip and demonstrate that the travel is necessary. Supporting documentation detailing the importance of the travel/or conference must be attached such as a brochure, invitation, registration form, etc. The reason **must** show the benefit to NMIMT and/or the specific grant/contract being charged. If no documentation is available, specify how information about the trip was obtained (letter, telephone, contract, etc.). Include the following:
 - **Brief Title of Meeting or Event** – Provide a brief title of the event or meeting, such as “training for ethics in Albuquerque.”
 - **Purpose of Trip** – Explain why the travel is necessary and what will be gained by traveling.
 - **Benefit to NMIMT** – Explain how the purpose of the travel benefits NMIMT.

Complete each section of the Travel Request as applicable.

- **Per Diem** – Select either NMIMT or Federal Per Diem if applicable. If NMIMT lodging is selected indicate whether this is an in state or out of state travel. If Federal Per Diem is selected, fill in the applicable amounts allowed for the area of travel. Periodically the Per Diem is reduced, so check for Reduced (M&IE) Rate and indicate the amount and number of days. If meals are provided this will be accounted for on the Travel Reimbursement Voucher.
- **Hotel** – If the actual amount is being claimed, do not select lodging in the Per Diem section. Indicate the rate per night. If a PCard is used, select the PCard.
- **Airfare** – Select the method of purchase and the amount of the airfare. If paid by NMIMT, it is arranged through the travel agency and charged to NMIMT. The service fee charged by the travel agency should be included in this amount.
- **Mileage** – Indicate if an Official or Private vehicle is being used. Note the standard miles, which is round trip mileages for common locations around New Mexico. The standard miles’ list is on the travel website <http://nmt.edu/finance/travel.php>.
- **Ground Transportation** – Indicate types of ground transportation that may be utilized and estimate the amount.
- **Registration** – Select one type of payment method used for the registration and amount. Fill in the Vendor Name.
- **Miscellaneous** – Estimate the amount of miscellaneous expenses anticipated for the travel.

If an advance is requested, enter amount requested in “requested advance amount.” The Traveler may request an amount lower than the advance allowed by selecting the box for the lower amount and inputting the amount being requested.

Zero Reimbursement Travels are Travel Requests that will not require reimbursement from NMIMT. These must be completed and approved just like all other travel requests. Zero reimbursement Travel Requests do not need to be submitted to the Travel Office. However, departments should retain the zero Travel Forms for a minimum of three (3) years after the travel has been completed. See Paragraph D below, Travel Reimbursement Voucher, for cancelled travel.

B. Prepayments

Prepayments to be made with NMIMT funds should be noted on the Travel Request form with all appropriate documentation attached (such as invoices, registration forms, calculation of advance amounts, etc.).

Payments made by the traveler using personal funds prior to a trip (i.e. airline fare, registration) will be reimbursed at 100 percent. A copy of the registration and proof of payment and/or receipts must be attached. These payments will be processed when the travel request is received and approved. The traveler may also elect to receive all reimbursements upon completion of the trip. Prepayments require ten (10) working days for processing.

C. Advance

Requests for a travel advance are listed on the Travel Request form. Travelers may obtain up to a ninety (90) percent advance of the submitted expenses, less any prepayments, on trips requiring a stay of 24 hours or more. A lesser amount may be requested. Advances require ten (10) working days for processing and will be released not more than five (5) working days prior to the trip.

D. Travel Reimbursement Voucher

A Travel Reimbursement Voucher should be submitted within ten (10) working days after completion of the authorized travel or when the travel is cancelled and noted on the voucher. Travel reimbursements issued greater than ninety (90) days, per the IRS Accountable Plan, after a traveler returns become taxable to the traveler and will be forwarded to the Payroll Office for tax withholdings. Any amount not substantiated must be reported as wages or other compensation on the traveler's W2 and is subject to withholding and payment of employment taxes. Employees and/or students will be reimbursed for only their personal allowable expenses. Each traveler must submit an approved travel request and reimbursement voucher in order to be reimbursed for their expenses. NMIMT is not responsible for personal credit card fees and interest. The only exception to this will be for student groups traveling with a NMIMT faculty or staff member or approved student member of the group. Please refer to Section - XIII Student Group Travel Procedures.

A completed Travel Reimbursement Voucher must be submitted with all original receipts or copies if paid by NMIMT PCard, and with appropriate forms attached. Deduct prepayments for advances, airline tickets, hotel payment, registration, etc. (If registration includes meals or lodging, deduct according to Section - XVI Rates.)

Allow ten (10) working days for reimbursement vouchers to be processed after they are received in the Travel Office.

A Travel Reimbursement Voucher having a net reimbursement of up to \$100.00 may be received as petty cash provided:

- All applicable requirements are followed according to the travel guidelines, including a pre-approved travel request.
- A completed Travel Reimbursement Voucher is submitted to the Travel Office. The Travel Office will notify the traveler when the reimbursement is ready to be picked up.
- Petty cash will be paid at the cashier's window.
- All Non-Employee travels will be paid via a check.

If funds are to be refunded to NMIMT by the traveler, the amount must be reimbursed to the Cashiers located in Fidel to the proper account. Include a copy of the receipt with the travel voucher.

Once a travel has been processed, add-ons or additional found receipts will be processed within fourteen (14) working days after the submission of the Travel Reimbursement Voucher. Reimbursement for travel completed in a previous fiscal year will be processed within one month into the new fiscal year (that is, by July 31st). After that date, all outstanding travel will be considered to have been cancelled and any outstanding encumbrance will be closed. If an advance or prepayment has been made, the traveler **must** provide a reimbursement voucher or reimburse NMIMT for those advances or the payments will be submitted to Payroll and taxed as wages.

Complete all sections to account for all travel expenses, even if they were prepaid, reimbursed, or paid on the PCard.

- **Per Diem** – Indicate what type of rate is being reimbursed and if lodging is being requested.
 - Reduced NMIMT rates are allowed if specifically requested in special instructions.
 - Do not indicate lodging if actual hotel is being reimbursed.
 - If meals were provided, select yes and enter the number of each type of meal.
- **Hotel** – Indicate the amount for hotel, less any personal expenses and other services provided.
- **Airfare** – Indicate the method of purchase for the airfare and include the cost of the airfare.
- **Mileage** – Provide the standard mileage or mapped mileage if using a private vehicle. Attach a map when using the mapped mileage distance.
- **Ground Transportation** – Input amounts for ground transportation. Indicate if a PCard was used.
- **Registration** – Input actual payments or the prepaid amount on the request form. If any additional amount was paid, indicate the amount in the Paid by Traveler field.
- **Miscellaneous** – Indicate what was purchased, the amount and method of payment.
- **Select Prepayment(s), NMIMT PCard Payments and Advances**
- **Special Instructions** – Indicate any special instructions needed for the Travel Office, such as changing the index.
- **Mail To** – Indicate if the reimbursement is to be mailed to any approved off campus location. All other reimbursements will be available for pickup at the Cashier's Office.

E. Corrections

The Travel Office will make corrections to errors if not previously corrected by the traveler during the processing of the paperwork.

F. Approvals

The traveler will be reimbursed for official NMIMT travel approved by authorized persons. In no event may the traveler approve their own travel. If a traveler is an authorized approver, the travel request and reimbursement forms must be reviewed and approved by the next higher level of approving authorities. The following lists signatures and approving authorities:

- **Requestor** – Signature of traveler
- **Department or Division Head and/or PI or designee** – Signature of and approval by the traveler's department head (Director or Chair) or division head (President or Vice President) or the Principal Investigator of the grant/contract. If multiple indexes are listed in a request, multiple approvals may be required.
- **President** – The President of NMIMT must approve all international travel, including requests for international travel that do not request reimbursement.
- **Travelers are subject to U.S. export control laws and regulations. Prior approval must be obtained from the New Mexico Tech Research Compliance Office before engaging in any international travel that may involve the transfer of controlled information, technology, equipment, or software.**
- **Department Concur Box** – Departments may use this box for additional internal review(s) or approvals required at the Department Level.

The individual with budgetary authority for the funds (principal investigator and/or account administrator) must approve the request. By signing the document, they are certifying that they have reviewed it and checked that proper documentation is attached (where applicable). The PI/account administrator should verify the following items:

- Index and account code for all expenses. In the event that expenses will be split among more than one index/account, the information should be noted in the 'Special Instructions' area and, if necessary, a memo can be attached listing the index/account codes to be used with the amount for each.
- Departure and destination locations (for mileage reimbursement).
- Reasonable estimated expenses.
- Reason for Traveling including:
 - Brief Title of Meeting or Event
 - Purpose of Trip
 - Benefit to NMIMT
- Compliance with NMIMT's travel procedures.
- Availability of funds in the budget.

The grant administrator overseeing the grant or contract will verify approval on all travel requests submitted for any sponsored project. The Sponsored Project administrator will indicate agency approval of either NMIMT or Federal rates on the travel request.

Prior approval must be obtained from the President for all international travel, including zero reimbursement travels. Requests must be submitted to the President's Office at least two to three (2-3) weeks prior to the planned date of departure.

Upon entry, all Travel payments will be routed electronically for approval. Approval routing includes:

- Division approval from the financial/business manager of the division.
- Business office and/or Sponsored Projects department (if applicable) accountant approval.
- Additional approvals may apply.

Electronic approval by the financial/business managers of the division and business office and/or Sponsored Projects department (if applicable) accountants include review of the payment for all of the following:

- Travel is allowable and funding is available.
- Appropriate index and account are being used.

Once the document has been approved in writing at all levels, Banner will forward the payment for posting. The payment will be made on the next check run.

G. Receipts

Legible receipts are required on all non-per diem amounts to be reimbursed. All detailed receipts must be identifiable as to payee, nature, and amount of expenditure and payment. Any required information not contained in the receipt must be added by the traveler and attested to by a signature on the receipt.

Occasionally a receipt may be misplaced or unobtainable from a service provider. If this happens, the traveler must complete the No Receipt Cost Statement detailing what and how much the expense was and why there is no receipt. This form requires the traveler's signature and the approval of their supervisor or PI. The form is located on the Travel Office website <http://www.nmt.edu/finance/travel.php>. Please note that a credit card statement may be used in lieu of a receipt to document some transactions, so please check with the Travel Office to determine specific allowability.

H. Automatic Deposit

NMIMT faculty and staff have access to automatic clearing house (ACH) or automatic deposit into an employee controlled account through FIS Integrated Payables (FIS). Contact the Travel Office via email to request this option. Once an account is setup through FIS, all reimbursements will be made directly to this account.

If a traveler owes NMT money for unallowable p-card travel expenses, the travel office will reduce the reimbursement by the amount owed as a negative expense in Banner and reimburse the p-card. If a traveler owes NMT money and they have already received reimbursement for that specific travel, the traveler can make a payment at the cashier's window or through the NMT Travel online payment portal.

Non-employee travelers are not eligible to establish automatic deposit for reimbursements. Payments will be issued by check unless otherwise authorized by Business Operations.

IV. Per Diem

Per diem and meal reimbursement rates are either established by the NMIMT Board of Regents, not to exceed New Mexico Department of Finance and Administration (NMDFA) rates set in accordance with the Per Diem and Mileage Act, or set established by the United States General Services Administration (GSA). A Department may elect to reimburse at an amount less than any of the established NMIMT rates: If it does, the reason must be documented with the travel request. A traveler may elect to be reimbursed at a lower rate regardless of the funding source by documenting on the Meals Provided Form. A traveler selecting per diem for lodging should not use the NMIMT purchasing card for paying the hotel expense.

******When traveling to multiple cities within the same official business travel, the departure day per diem is based upon the city where you are going to spend that first night. All other days of per diem are based upon the city where you spent the night before (i.e., based upon the city where you woke up that morning of the per diem).

A. Per Diem: Domestic Travel

See Section - XVI Rates for the allowed per diem rates. Meal reimbursement is limited to the allowed amounts without receipts for each full 24-hour period. If meals are provided they must be reduced based on the meal provided. See Section - VI Lodging when actual lodging is selected.

B. Per Diem: Travel on Sponsored Projects

Per diem for travel which is funded and reimbursed from externally funded sponsored projects will be reimbursed as proposed and approved in writing by the funding agency. All NMIMT policies and procedures regarding travel reimbursement will apply to travel on all funds including external funding sources.

If using Federal rates, the requester must print the Federal Meal & Incidental Expenses (M&IE) rates from the website and show the calculation for per diem. This print out and calculation **must** be attached to the travel reimbursement form. Incidental expenses are fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

Any amount in excess of allowable Federal per diem rates must be reported as taxable income to the recipient on the annual W-2 form. NMIMT does not have the resources to track and report such amounts and therefore will not reimburse amounts in excess of maximum allowable Federal per diem rates.

C. Per Diem: International Travel

In addition to the actual cost of lodging (see Section - VI on Lodging), a meal reimbursement not to exceed allowed amount in Section - XVI Rates for each full 24-hour period is allowed without receipts. Lodging rate is limited to International rates if actual cost of lodging is not provided.

When traveling outside of the continental United States and internationally, the rates posted for lodging **include** all taxes and fees. Note that traveling over the international date line will impact the calculation of the days and per diem.

D. Same Day Travel

Same day travel is defined as any trip that does not include overnight lodging. Per diem will not be paid on trips of less than 24 hours regardless of the funding source. If paid, such per diem would be a taxable fringe benefit and as a matter of NMIMT Procedure is not tracked and reported.

E. Provided Meals

Periodically a meeting or other event is held in conjunction with travel. The Traveler should reduce the meal per diem when meals are provided by the required amount for each meal as defined by Section – XVI Rates. If the Traveler is requesting a meeting reimbursement for the cost of the meals, process the reimbursement following the Accounts Payable Direct Payment and Purchase Order Manual for employee reimbursements. See Accounts Payable website: <http://www.nmt.edu/finance/accounts-payable.php>

Continental breakfasts provided free of additional cost at a hotel, or by a conference, does not require a reduction in per diem.

F. Paid by Another Source

Periodically another source will pay for meals and lodging. See Section - XVI Rates for reduction amounts for meals and reduce the lodging per diem by the number of days provided.

V. Mileage and Other Transportation

A. Private Vehicle

Travelers will not receive mileage reimbursement when a private vehicle is used and the trip is less than 50 miles round trip (25 miles one way). Carpooling is encouraged and reimbursement is limited to one (1) traveler. See Section – XVI for the rate.

Travelers on official business in privately owned vehicles are eligible for mileage reimbursement using the mileage reimbursement rates in accordance with the Internal Revenue Service standard rates applicable at the time of the travel. Mileage reimbursements are intended to cover all expenses related to use of the vehicle, such as gasoline, repairs, etc. NMIMT PCards or gasoline cards may not be utilized when purchasing fuel for personal vehicles.

For mileage over and above the established mileage schedule, attach a map with the trip starting and ending locations. Mileage will not be reimbursed using odometer readings. A mileage chart for New Mexico cities and other frequent travel destinations is provided on the NMIMT Travel website for your reference. <http://www.nmt.edu/finance/travel.php> For out-of-state mileage, the standard mileage as reported in the Rand McNally U.S. Road Atlas (or equivalent source) may be used. If claimed mileage appears unreasonably high, a written justification must be attached. See Section - IX Travel Comparison.

B. NMIMT Official Vehicle

Travelers will not receive mileage reimbursement when an official NMIMT vehicle is used. Other travel related expenses (gas, minor repairs, etc.) can be reimbursed with the appropriate receipts. The NMIMT vehicle ID and licence plate number must be noted on all receipts submitted for reimbursement. If an employee has a car allowance, they are entitled to be reimbursed for the fuel related to business travel by attaching original receipts to the Travel Reimbursement Form. When a car allowance is provided mileage will not be reimbursed and fuel receipts should be within the travel dates for the Travel. Fuel is limited to regular gasoline, unleaded gasoline or diesel fuel if required. Premium or plus fuel is not allowed.

C. Airfare

Airfare may be purchased through one of the Regents-approved travel agencies or purchased directly by the traveler using personal funds. NMIMT will reimburse or pay the cost of commercial airline travel, including customary fees, at the lowest available rate that meets business needs. Economy/coach tickets should be purchased. Selecting airfare such as Economy Plus, Main Plus, Main Select, Business Select, Anytime, Wanna Get Away Plus, or other higher rates to get additional points or benefits is not allowed. NMIMT frequent travelers (those who travel more than three (3) times per calendar year) should not purchase refundable airfare at an additional expense and flight insurance. In the event a flight needs to be cancelled, use the airfare credit for future NMT business related flights. In addition, tickets purchased using credit form a prior unused ticket requires a copy of the original ticket for airline itinerary showing proof of payment.

Travelers may upgrade accommodations at their personal expense. Travelers are prohibited from selecting travel arrangements that result in an increased cost to NMIMT for the purpose of earning

or increasing travel rewards, incentives, or frequent flyer mileage. These flying incentives will not be reimbursed by NMIMT, as these are not actual out-of-pocket expenses that have been incurred by the traveler. See Section - III Travel Procedures B Prepayments for reimbursement information.

If using a Regents-approved travel agency, call as early as possible to obtain the lowest fare. The contact information for the approved travel agency is provided on the NMIMT Travel website for your reference. <http://www.nmt.edu/finance/travel.php> Companion flights will be allowed only for NMIMT employees or students. The Travel Request must be turned into the Travel Office before the Travel Agency will release the ticket. The travel agency will bill NMIMT.

When Traveling on Federal funds (externally funded agreements using Federal funds), it may be required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government. Information is located at the GSA's website <https://www.gsa.gov/policy-regulations/policy/travel-management-policy-overview/fly-america-act>. All other NMIMT Travel Procedures apply. The traveler must provide documentation that the airline meets this requirement.

A purchase using personal funds is an agreement between the traveler and the vendor. If the traveler does not turn in an approved Travel Request, the traveler is responsible for payment. Reimbursement will not be made for use of travel incentives or any other reward points to obtain airfare.

If an airline trip is cancelled or the ticket is changed, the traveler will state the reason for the cancellation or change in writing. NMIMT will not be responsible for payment or penalties imposed by agencies if cancellation or changes are due to personal reasons. If the traveler feels that an exception to this provision should be granted, then a written request should be submitted to the Associate VP for Administration and Finance or VP for Administration and Finance. The individual responsible for the index from which payment would be made must approve the request before it is submitted for consideration.

Charges will be reimbursed when it is necessary to hire a licensed pilot to fly a private aircraft (i.e., air taxi). In accordance with the New Mexico Per Diem and Mileage Act, business usage of personal aircraft will be reimbursed at the rate of eighty-eight cents (\$0.88) per mile or the lowest available airfare at the time commercial reservations would normally have been made, whichever is less. The traveler must provide a comparison of the personal aircraft or other types of transportation available, such as driving, commercial flight, or NMIMT provided vehicle. If the traveler transports other passengers during NMIMT travel, properly documented insurance must be provided that covers these passengers.

See Section – IX Travel Comparison when using a private vehicle in lieu of airfare and Section – X Personal Days when travel and personal days are combined.

D. Rental Car

Rental car may be purchased through one of the Regents-approved agencies or purchased directly by the traveler using personal funds. NMIMT will reimburse or pay the cost of the rental car, including customary fees, at the lowest available rate that meets business needs. If using the

approved agency, provide the NMIMT contact information and select the insurance included rate. Travelers may upgrade accommodations at their personal expense. Receipts must be submitted with the Travel Reimbursement Voucher.

The contact information for the approved agency is provided on the NMIMT Travel website for your reference at <http://www.nmt.edu/finance/travel.php>. Also located on this site are the negotiated rates with insurance included.

- **Additional rental car insurance** – Only coverage related to property damage and/or theft, as well as coverage for uninsured motorists, should be accepted. Coverage related to liability should be declined as this is covered by the NMPSIA. NMIMT employees are covered under NMPSIA for both auto liability and auto physical damage with comprehensive and collision insurance. This coverage extends to all vehicles rented within the continental United States. Liability is limited by the Tort Claims Act.
- **Rental vehicle class** – Vehicle rental of economy-sized car is allowable. Exceptions may be made if there is a valid business need to upgrade to another vehicle type or a larger vehicle. Exceptions must be supported by justification and included with the traveler's Reimbursement Voucher.

See Section – VIII Miscellaneous Expenses.

E. Other Transportation

Other transportation includes bus, taxi, ride-sharing service, airport shuttle, and railroad. Receipts must be submitted with the Travel Reimbursement Voucher. See Section - VIII Miscellaneous Expenses. If a tip is provided it is limited to 20% of the fare and excludes fees, taxes, and surcharges.

VI. Lodging

If using institutional discretionary funds, reimbursement of actual lodging costs must be approved in writing and in advance on the Travel Request form by the Department or Division Head or designee, or President. If using external funded sponsored projects funds, agency approval is required for the actual lodging claim.

A. Allowable Lodging Fees

Travel reimbursement for lodging is either limited to the applicable lodging per diem at the destination or limited to \$215.00 per night when using actuals. When selecting actuals, travelers must receive prior approval by their Department or Division head and/or PI or their designee. If lodging is more than \$215.00 per night, the hotel confirmation must be attached to the travel request and will be reviewed by the Business Operations Controller or designee. If the actual lodging rate is significantly over the allowed amount (30%) and no justification of overage is attached (hotel is for a conference, overall travel savings, safety concerns) the travel may require additional approval by the President and/or the Division Vice President or Associate Vice President. Customary taxes and required resort fees will be reimbursed. Itemized receipts are required. For personal days, see Section - X Personal Days. If guests are traveling with the traveler, provide documentation that the lodging rate does not include extra fees. Detailed receipts from Airbnb and similar are required for reimbursement. If shared, only one traveler may be reimbursed for the expense and other travelers are not entitled to lodging per diem.

B. Unallowable Fees

Selecting higher lodging rates that include additional services are not allowable, unless other rooms are not available. Selecting a higher rate to obtain additional points or rewards is not allowable. The lowest rate available should be selected. Selecting larger spaces to accommodate an additional guest is not allowable and should be reduced to the individual room rates. Selecting a higher rate to obtain additional space to accommodate one or more guests is not allowable. See Section – IX Travel Comparison. Deduct all meal and other charges from the lodging receipt that are not related to lodging. See Section - VIII Miscellaneous Expenses. If the hotel provides a complementary credit, account for the credit independently of the lodging expenses. This credit cannot be included in the Purchasing Card charges and used for unallowable services. If necessary, reduce the per diem accordingly.

C. Lodging on Sponsored Projects

When traveling on sponsored projects, either Federal (GSA) rate or actual cost (if approved) may be applied.

The traveler is responsible for obtaining written advanced funding agency approval for actual lodging expenses that exceed the allowable Federal rate. Written approval **must** be attached to the travel reimbursement form prior to SPA approval in Banner.

D. Other Lodging

If lodging with friend(s) or relative(s) you may be reimbursed for additional costs your host incurs in accommodating you only if you are able to substantiate reasonable costs. You will not be reimbursed the cost of comparable conventional lodging in the area or a flat per diem amount.

Nonconventional lodging including recreational vehicles, campgrounds, dorms, or similar may be reimbursed up to the cost of the incurred for the nonconventional lodging, not to exceed the allowable lodging rate.

If lodging at a personally owned residence, not identified as your “home” location, you may be reimbursed for additional costs you incur only if you are able to substantiate reasonable costs. You will not be reimbursed the cost of comparable conventional lodging in the area or a flat per diem amount.

VII. Registration and Conference Fees

To prepay the registration related to the travel directly to the vendor, enter the name of the vendor and the amount on the Travel Request form, and attach the vendor invoice. The department is responsible for confirming that the Vendor being paid is established in Banner. If a Travel Request is received in the Travel office without an established vendor ID, the paperwork will be forwarded to Purchasing Services to have a vendor ID established. This will result in a delay of the payment.

If the traveler prepays the registration fee, a receipt must be attached with the Travel Request if prepayment reimbursement is requested. If prepayment is not required, attach the receipt to the Travel Reimbursement Voucher.

Documentation must include a cost breakdown of services included in the fee, such as meals. If registration fees include meals and/or lodging, the per diem will be reduced by the required amounts. If a traveler is provided with three (3) meals as well as lodging for each 24-hour period, no per diem will be allowed. Justification must be provided if there is an exception to the meals. See Section – XVI Rates for the amounts to reduce per diem for meals and lodging if included.

VIII. Miscellaneous Expenses

A. Other Expenses

Other necessary business related expenses may be required that can be documented as costs directly incurred as a result of the travel and will be reimbursed when original, itemized receipts are provided. These include:

- Parking
- When calculating tips for reimbursement do not include tax, surcharges, and fees in the calculation. This amount is to not exceed 20% of the allowable purchase.
- Business calls or business telephone access charges only
- Copying charges
- Other business expenses

Fee or Expense	Customary Allowed	Exceptions
Baggage/luggage Fee	1 Standard Allowed	Additional baggage or overweight limit not allowed, unless documented need for supplies or additional luggage.
Early Check-in	Not allowed if there are associated fees charged.	None
Extra leg room	Allowed if flight time ¹ is 14 or more hours	Doctor's notice or medical need
Seat upgrades	Allowed if flight time ¹ is 14 or more hours	None
Seat Selection	1 Standard if selection is required	Seat selection may be required such as on an international flight. Fees for selecting a seat are limited to the required customary amount.
In-flight technology (internet, phone, and similar charges during a flight)	Not allowed if there are associated fees charged.	Business purpose documented and approved in writing
Flight change	Not allowed	Business purpose documented and approved in writing or traveler emergency documented and approved in writing
Flight insurance	Not Allowed	Business purpose documented and approved in writing
Travel companion	Not allowed	Medical necessity
Other	Not allowed	Other fees not listed will require Vice President or Associate VP Approval

¹Flight time is defined as the time beginning with the boarding of the final US based departure flight and ending with the final international destination. This does not include travel to and from airports. Travelers must choose shortest routes to their destinations (or provide comparison to why a longer flight is cheaper). Choosing longer flights is not allowed for upgrading tickets unless if traveler pays the difference.

Example is a flight from Albuquerque to London. Flight stops in Philadelphia before going to London. Flight time is calculated from point of departing Philadelphia and landing in London.

Upgrades on airline tickets to include checked baggage are only allowed if the cost of the upgrade is lower than the cost of the ticket plus the baggage fees.

B. Non-Employee Expenses

If travel related expenses are charged to NMIMT for non-employees, a memo must be submitted by the department to support the billing and payment. The memo must contain the traveler's name, citizenship, description of the charge, amount of charges, index and account to be charged and justification for the expenditure. Some examples of non-employees are campus visitors, visiting scientists, recruits, etc. Please refer to the Non-Employee Travel procedures for more information.

IX. Travel Comparison

Periodically out-of-state travel may involve driving versus flying. When electing to drive to a destination, reimbursement claimed will be the lesser of the cost of airfare or mileage. A justification for driving must be provided along with a reasonable comparison timeframe. The comparison should include estimates of airfare based upon the date the travel was first known and not the date the Travel Request is completed. Utilize websites that can provide multiple airfares at the lowest rates. For example:

The need for travel was determined on October 1, 2019, but the paperwork is not completed until a week prior to the travel on February 5, 2020. The airfare estimate should be dated either within a week of October 1, 2019 or a future date of February 2020.

Total cost for the use of a private vehicle in lieu of airfare cannot exceed the lowest available rate of airfare, car rental, or taxi and airport parking, unless there is a valid NMIMT business related reason for driving. Total cost includes mileage, plus additional per diem for the extra travel time incurred in lieu of flying. One round trip transportation mileage from Socorro to and from the Albuquerque airport is allowed.

If additional guests are traveling with the traveler, provide a comparison of the lodging for one individual versus the actual lodging selected. The lower of the amounts will be reimbursed. An example is a two-room suite versus one room.

X. Personal Days

Periodically a travel plan will be modified to include personal days. Identify the days that are personal and deduct from per diem, rental cars, hotel, etc. If easily identified by a daily rate, use the daily rates on the receipt to deduct from the receipt. An example of a receipt with daily rates is lodging which is broken down by day for all expenses. For a receipt that does not have a daily rate divide the total by the total number of days and multiply by allowed travel days to get the amount to be reimbursed.

A travel comparison should be performed by the traveler for the airfare to demonstrate that the airfare does not increase due to the additional days. The lowest airfare will be reimbursed.

A. Sabbaticals

Travel expenses for a faculty member to and from a sabbatical site are not reimbursable by NMIMT, unless a funding source is available and approved in writing by the appropriate signatories designated in this Travel Procedure. Funding for any NMIMT business-related travel while on a duly approved sabbatical is allowable under normal travel procedures.

If during the sabbatical the faculty member is recalled to campus on NMIMT business, the travel, needed lodging expenses while on campus, and other expenses associated with the trip are allowable.

XI. International Travel

For international travel outside of the United States, a request must be prepared and submitted to the President for prior approval at least two (2) weeks in advance. Any exceptions must have a written explanation attached to the Travel Request. The President will review these requests on a case-by-case basis.

The Travel Office uses www.oanda.com to verify currency conversion information when necessary. Attach printouts from whichever website that is used for currency conversions. Also attach backup showing the calculations used to convert to U.S. dollars based upon the date of the travel and not the return or date of reimbursement.

The employee is responsible for his or her own passport fees. NMIMT will not reimburse for this expense. Plan ahead for other expenses, such as international calling with cell phones and data usage. Extra fees can add up quickly and may not be reimbursable. If additional allowable costs are incurred by the traveler, such as vaccinations, these expenses will be reimbursed if approved.

Travelers are required to comply with all export control laws and regulations.

A. NMIMT Rates

In addition to the actual cost of lodging (see Section - VI on Lodging), a meal cost reimbursement not to exceed allowed amount in Section - XVI Rates for each full 24-hour period will be made. Lodging rate is limited to International rates if actual cost of lodging is not provided.

Sponsored projects that have been proposed using NMIMT rates are limited as above unless Department of State rates have been proposed for the international travel and approved in writing by the funding agency. NMIMT policies and procedures apply.

B. Travel on Sponsored Projects

If international travel is anticipated on an award, Department of State rates should be proposed for international travel and approved in writing by the funding agency. NMIMT policies and procedures apply, not the FTR. The Department of State rates can be found at:

http://aoprals.state.gov/web920/per_diem.asp

The traveler is responsible for obtaining written advanced funding agency approval for actual lodging expenses that exceed the maximum allowable Department of State rate. Written approval **must** be attached to the travel request, which is submitted to SPA. This office reviews funding agency approval for the specific trip. The requester must print the Department of State rates from the website and show the calculation for per diem and lodging. The print out and calculation **must** be attached to the travel request.

C. Non-exempt Hourly Personnel Temporarily Assigned to Foreign Duty Locations

NMIMT finds that it will occasionally have non-exempt hourly employees traveling to foreign locations in order to support either direct or externally sponsored NMIMT official business.

NMIMT will pay such employees a premium equivalent to twenty-five percent of their normal hourly pay for each hour worked during such periods. The premium pay will be included in any overtime calculation and will be subject to the following limitations and definitions:

- Non-exempt hourly employees are those who are paid hourly and are eligible for either overtime premium or overtime compensated absence reimbursement.
- Foreign locations are those normally inhabited geographical areas within the boundaries of and under the direct control of recognized foreign governments and at least one-hundred (100) kilometers or sixty-two (62) miles from any United States border including the borders of United States Territories or protectorates. This definition would not recognize areas such as Guam, Puerto Rico or other United States protectorates or territories as foreign locations. Also excluded would areas such as Guantanamo Bay Naval Base in Cuba since it is under the direct control of the United States government. Nor would it recognize areas normally not inhabited or not normally directly controlled by foreign governments, such as Antarctica.
- Temporary Assignment means for a period of less than thirty days of continuous absence from the employee's normal place of duty.
 - All intended premium pay for temporary (less than thirty days) foreign service must be requested in writing at least two (2) weeks in advance of the employee's departure date. Such requests will include the intended destination, the anticipated dates for the service, the source of funds for all related expenses including travel expenses, and the signature of the NMIMT official having budgetary authority over those funds. These requests will be sent to the Vice President or Associate Vice President who, after approving the request, will forward it to the Payroll Office. No other payroll related forms will be required; however, all other employment policies will apply. All travel forms and supporting documentation will be required.
- For periods of thirty days or longer prior written approval from the President will be required for any wage adjustment. Requests for such approvals should be submitted in writing to the President's Office not less than one month prior to the planned date of departure. Supporting documentation should be provided to support the necessity and the availability of funds for the foreign mission. Requests greater than thirty (30) days must have a Personnel Action Form attached. All travel forms and supporting documentation will be required.

Questions concerning or requests for deviation from this policy should be submitted in writing to the President.

XII. Student Travel (Foreign Students)

The Internal Revenue Service (IRS) has specific requirements for reimbursing foreign students. These students must submit a "Foreign Student Travel - Tax Questionnaire", route it for approval by the authorized supervisor. Student Travel Questionnaires are available on the Travel Office web site. <http://www.nmt.edu/finance/travel.php>

XIII. Student Group Travel Procedures

This procedure is for use when a group of students travels with a member of the NMIMT faculty or staff and addresses meal and lodging expenses. All other expenses will be reimbursed in accordance with sections I to XVI of the NMIMT Travel Procedure. The faculty, staff, or approved student member of a group should submit a Travel Request listing all of the expenses for the trip and each student who will be traveling, as well as his or her Banner ID. Traveling students will not be required to submit Travel Requests. Splitting expenses among more than one traveler will not be allowed. The group must comply with all other applicable regulations, policies and procedures, such as those of:

- Field camp and other class-related field trips
- Student club groups
- Other student groups traveling with NMIMT faculty or staff.

Allowable reimbursement will be limited, as it would be for each individual traveler per the NMIMT Travel Procedures, based on actual lodging and meal per diem. Lodging reimbursement for those participating in the group travel may take into account for special accommodations, which may result in additional lodging expenses. Such additional expenses are reimbursable in relation to the group travel and should be considered in the group travel budget. Reimbursement to the faculty, staff, or approved student will require original, detailed receipts for all lodging and meal expenses to be attached to the Travel Reimbursement Voucher.

The actual amount paid for lodging will be reimbursed when original, itemized receipts are provided. In addition, the maximum per diem for meals will be the meal per diem rate allowable for the destination. An example is:

Assuming a group of ten students will be traveling to Albuquerque departing from Socorro for three business days, total maximum reimbursement for lodging and per diem cannot exceed \$7,380, calculated as set forth below, but will be limited to the total amount of detailed receipts submitted.

Actual lodging expense: \$200 per room X 10 rooms X 3 nights = \$6,000

Allowable meal per diem for Albuquerque: \$46 per person per day X 10 people X 3 day = \$1,380

Total allowable reimbursement for lodging and meal costs = \$6,000 + \$1,380 = \$7,380

XIV. Using Purchasing Card for Travel

The purpose of this section is to establish guidelines necessary to comply with the provisions of 2.42.2 NMAC, the Procurement Code, NMSA 1978, §§ 13-1-28 to -199, the Federal Acquisition Regulations, and 2 CFR 200.

All Purchasing Cards are open for employee travel-related services, and can be used for allowable travel expenses, up to the single transaction limit of the cardholder. The Purchasing Office will provide a current list of all Purchasing Cards (last four digits only) to the Travel Office.

All purchases using the purchasing card are subject to the NMT Purchasing Card Policy Manual found at: https://www.nmt.edu/finance/purchasing/NMT_Purchasing_Card_Policy_Manual.pdf

A. Allowable Purchasing Card Travel-Related Expenses

- Airfare
- Hotel
- Ground transportation (shuttle, car rental, taxi, etc.)
- Parking
- Conference registration

B. Examples of Prohibited Purchasing Card Travel-Related Expenses

Include, but are not limited to, the following:

- Fuel
- Meals to be reimbursed by per diem
- Hotel incidental expenses (room service, movies, etc.)
- Any personal purchase
- Alcohol

With the exception of Section - E of this section and Student Organization Purchase Cards, travel payments are limited to NMIMT employees only. The NMIMT Purchasing Card may not be used for prohibited expenses. Prohibited expenses are the responsibility of the user and must be paid using another method of payment. For example, if a hotel bill includes room service and a movie, the traveler must pay for these prohibited expenses using cash or his / her personal credit card; these charges cannot be included in the hotel Purchasing Card payment.

C. Required Receipts

Copies of itemized receipts for purchases made with the NMIMT Purchasing Card must be attached to the Travel Reimbursement form along with all other receipts needed for reimbursement. The credit card receipt alone will not be accepted. All attached receipts will be compared to the authorized Purchasing Cardholder list by the Travel Office to determine if a NMIMT Purchasing Card was used for the payment. Original itemized Purchasing Card receipts must be attached to the monthly Purchasing Card Statement and submitted to the Purchasing Office in compliance with the Purchasing Card Policy and Procedures document. If an unallowable expense is charged to the Purchase Card and listed on the travel receipt, the reimbursement for the charge will be processed with the Travel Reimbursement Form. If the traveler will not receive a

reimbursement, the amount must be reimbursed to the Cashiers located in Fidel to the proper account. Include a copy of the receipt with the travel reimbursement voucher and monthly Purchase Card Statement. The Cardholder is responsible to know all cancellation and change of travel policies and related penalties that may impact NMIMT funds before making charges to the NMIMT Purchasing Card. Use account code 710201 for all travel charged.

D. Non-Employee Travel

Non-Employees who are traveling must follow the NMIMT Travel Policy and Procedures. The NMIMT Purchasing Card may be used to pay for non-employee travel, but the usage must follow the NMIMT Purchasing Card Policy and Procedure.

Misuse of the Purchasing Cards may constitute a violation of the NMIMT Purchasing Card Policy, and could result in revocation of the Purchasing Card.

E. Student Travel

Any NMIMT official Student Club and Organization can contact the Budget Office for assistance in using an NMIMT Purchasing Card. The Budget Office card may be used for student related expenses and allowable travel expenses.

The Purchasing Office allows departments to utilize Purchasing Cards for student airfare for domestic travel and hotel. As stated in Section C above, the Cardholder is responsible to know all cancellation and change of travel procedures and related penalties that may impact NMIMT funds before making charges to the NMIMT Purchasing Card. At no time may a Cardholder permit his or her card or card information to be used by a student for use in booking travel and hotel reservations, or when the student is traveling. All student travel and hotel reservations shall be booked by the NMIMT Cardholder.

Note: All other NMIMT Purchasing Card purchasing policies and procedures apply to the use of the Purchasing Card for travel.

XV. References

U.S. General Services Administration <https://www.GSA.gov>

NMIMT Purchasing Manual

https://www.nmt.edu/finance/purchasing/Purchasing%20Manual_updated%2005.02.2025.pdf

NMIMT P Card Policy

https://www.nmt.edu/finance/purchasing/NMT_Purchasing_Card_Policy_Manual.pdf

Mileage Calculations NMIMT Rate <https://www.nmt.edu/finance/travel.php>

Travel Policy https://www.nmt.edu/finance/docs/travel/travel_policy_august_26-2021.pdf

Travel Request and Reimbursement Form <https://www.nmt.edu/finance/travel.php>

Travel Request Form Instructions <http://www.nmt.edu/finance/travel.php>

Travel Reimbursement Form Instructions <http://www.nmt.edu/finance/travel.php>

Non-Employee Travel Expense Procedures <http://www.nmt.edu/finance/travel.php>

No Receipt Expense Statement <http://www.nmt.edu/finance/travel.php>

US Department of State Travel Advisories

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

XVI. Rates

A. NMIMT Per Diem Rates

The reimbursement rates will be reviewed and updated annually according to applicable regulations and NMDFA published rates.

Description	Rate
Per diem and lodging (in-state, out-of-state, and international)	\$180.00
Santa Fe County per diem and lodging	\$249.00
Board of Regents Per Diem	
• Physically attends a meeting for less than 4 hours or virtual meeting of any duration during a single day	\$45.00
• Physically attends the board or committee meeting for four hours or more during a single calendar day	\$95.00
• Any other situations will follow NMT Travel Policy Procedures	
Per diem only if actual lodging is requested (limited to \$215 per night)	\$70.00
• Breakfast	\$15.00
• Lunch	\$18.00
• Dinner	\$31.00
• Incidentals	\$6.00
Prorated partial day, AFTER 24 hours	
• Less than 6 hours	\$25.00
• 6.01 hours up to 12 hours	\$50.00
• 12.01 hours up to 24 hours	\$70.00
Reduce if provided	
• Breakfast	\$15.00
• Lunch	\$18.00
• Dinner	\$31.00
• Lodging for each 24 hour period	\$110.00
• Santa Fe County Lodging for each 24 hour period	\$249.00

Description	Rate
International	\$298.00
Per diem only if actual lodging is requested	\$104.00
• Breakfast	\$23.00
• Lunch	\$26.00
• Dinner	\$45.00
• Incidentals	\$9.00
Prorated partial day, AFTER 24 hours	
• Less than 6 hours	\$35.00
• 6.01 hours up to 12 hours	\$74.00
• 12.01 hours up to 24 hours	\$104.00
Reduce if provided	
• Breakfast	\$23.00
• Lunch	\$26.00
• Dinner	\$45.00
• Lodging for each 24 hour period	\$194.00

B. Federal Per Diem Rates

Travel which is reimbursed from externally sponsored projects funds may be reimbursed at the Federal (GSA) rates, NMIMT rates, or actual lodging expenditures, whichever were proposed and approved in writing by the funding agency. All NMIMT policies and procedures regarding travel reimbursement will apply to travel on all funds including Federal sources.

C. Mileage Rates

Regardless of funding source, the mileage reimbursement rates will be in accordance with the prevailing Internal Revenue Service standard rates miles. <https://www.irs.gov/credits-deductions/individuals/standard-mileage-rates-at-a-glance>