



Travel Procedures

NMT Faculty, Staff, and Students

New Mexico Tech Business Office

Last modified July 15, 2015 revised April 5, 2017

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

Maximum reimbursements are defined in this procedure. However, departments may establish reasonable reimbursement procedures that define lower limits than those defined in this procedure.

Please note, travel procedures and the websites referenced in this procedure may change. All NM Tech faculty, staff and students who will be traveling on NM Tech business should frequently review these procedures and the information on the NM Tech Travel website. When a change is made, a notice will be sent to the New Mexico Tech community.



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I. General Overview

The official Travel Request and Reimbursement form is available on the NMT Travel web site. No other versions of the forms will be accepted.

When using the fillable PDF Travel Request and Reimbursement form please note that information entered on the Request is carried forward into Reimbursement form. However, it can be changed on the Reimbursement form if need be.

The fillable form available on the NMT Travel web site can be printed and filled in manually if you prefer.

Original receipts are required for all reimbursements. If the original is not available an explanation of why it is necessary to use a copy must be submitted.

Do not highlight information on invoices, always circle it. (The ink disappears from the receipts and the amounts become illegible.)

Receipts or invoices smaller than half of an 8 ½ x 11 paper:

- Secure to 8 ½ x 11 sheet of paper.
- If using recycled paper, please X out the reverse side information that does not need to be imaged.
- Tape must be used to secure the receipt. Tape across the top and bottom of the receipt. Do not tape over totals/figures or business names. (The tape will cause the ink to disappear from the receipts.)
- Do not write on the back of the receipts. If two sided make a copy and attach.
- For long receipts, the receipt may need to be cut to fit length wise on an 8 ½ x 11 paper. Multiple pages can be used. Do not fold the receipt.
- Please do not write over receipts or invoice totals. The information can be written beside the receipt on the paper.
- When information must be changed line through the information and make the correction. **Initial all corrections.**

The department is responsible for confirming that the individual being paid is established as a vendor in Banner. If a Travel Request is received in the Travel office without an established vendor ID, the paperwork will be forwarded to the Purchasing Services to have one established. This will result in a delay of the payment.

The department is responsible for acquiring all required approvals before the Travel Request and Travel Reimbursement forms are submitted to the Travel Office for processing. This includes the Vice President approval if actual lodging expenses are being claimed and the President's approval for international

travel. If requests are received without all the required approvals, the Travel Office will forward the documents to the appropriate office to obtain the approvals. This will result in a delay of processing any payments (such as advances, prepayments and final reimbursements).

Employees and/or students will only be reimbursed for their personal allowable expenses. Each traveler must submit an approved travel request and reimbursement voucher in order to be reimbursed for their expenses. The only exception to this will be for student groups traveling with a NMT faculty or staff member. Please refer to the Student Group Travel procedure for more information.

The IRS travel regulations state that 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. NM Tech 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.

Travel supported by federal funds or a federal sub-award that are specifically identified as such in the Tech system may use federal rates provided agency approval has been obtained. If seeking reimbursement on a federal project, then traveler must use the lesser of the actual lodging cost or maximum lodging rate unless agency approval has been obtained to use actual lodging expenses. Agency approval must be obtained to exceed maximum lodging rate and written approval must be maintained with travel source documents. **Note the maximum amount that you may be reimbursed under actual expense is limited to 300 percent of the applicable maximum lodging per diem rate with agency approval. Refer To GSA Subpart D. 301-11.302 and 301-11.303.** Approval to use, but not exceed federal rates is obtained and tracked by the Sponsored Projects Administration office who then enters a notation into the Banner system using FOATEXT located in FRAGRNT.

It is recommended not to combine Federal rates and NMT rates. Travel reimbursements submitted must be either at the federal rates (if appropriate) OR the current NMT rates. However, if the situation arises where multiple travels are consecutive, provide documentation showing the proper split of events and associated rates.

Reimbursement of actual lodging costs must be approved in advance on the Travel Request form by a Vice President or the President. The department is responsible for acquiring advance approval from a Vice President or the President. If requests are received without all the required approvals, the Travel Office will forward the documents to the appropriate office to obtain the approvals. This will result in a delay of processing any advances or prepayments.

In no event may the traveler approve his or her own travel.

Travel supported by state funds will not exceed the NMT per diem and mileage rates.

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).

Exceptions to these Travel Procedures will be treated on a case-by-case basis and must be approved by the Director of Finance or the Vice President for Administration and Finance.

The Travel Request form must be completed regardless of whether or not reimbursement from Tech is requested or whether another entity is paying for costs. This completed form serves as evidence that the employee or student is on approved official Tech business and is thereby covered under Tech's liability insurance. The following list highlights requirements for the travel form:

- Every Tech employee or student **MUST** complete a TRAVEL REQUEST even if he or she is using an official vehicle.
- The Internal Revenue Service (IRS) has specific requirements for reimbursing foreign students. These students must complete a "Foreign Student Travel - Tax Questionnaire", have it signed by the authorized supervisor, and attach it to their travel request. Student Travel Reimbursement Questionnaires are available on the Travel Office web site.
- A travel request is an estimate of reasonable maximum expenses to be reimbursed with NM Tech funds. **IT MUST BE SUBMITTED TO THE TRAVEL OFFICE PRIOR TO DEPARTURE.** Upon receipt, the Travel Office will encumber the funds. The encumbrance will be cleared upon the completion of travel and the final payments have been made. If requests are received without all the required approvals, the Travel Office will forward the documents to the appropriate office to obtain the approvals. This will result in a delay of processing any payments (such as advances and prepayments).
- Travel requests that will not require reimbursement from NM Tech 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, they should be held in the department's files for at a minimum of six months after the travel has been completed.
- A TRAVEL REIMBURSEMENT should be submitted within ten (10) working days after completion of the authorized travel. Allow ten (10) working days for reimbursement vouchers to be processed after they are received in the Travel Office. If reimbursement requests are received without all the required approvals, the Travel Office will forward the documents to the appropriate office to obtain the approvals. This will result in a delay of processing any payments.
- If an employee or student has more than one outstanding travel request on file for completed trips, no further travel will be approved nor new travel expenses be processed unless prior approval is obtained from the Director of Finance or the Vice President for Administration and Finance. If money is owed to Tech by the traveler, that trip will be considered outstanding and no payments for any further travel for that individual will be processed until the matter is resolved. Reimbursement for travel completed in a previous fiscal year will be processed one month into the new fiscal year (July 31st). After that date, all outstanding travel will be considered to have been cancelled, any outstanding encumbrance will be closed and no further reimbursements will be made.
- Departments may establish reasonable reimbursement procedures that define lower limits than those defined in this procedure.

- Unless otherwise stated in the grant or contract, staff and students must be working on the grant or contract, and either being paid from it or officially cost sharing to it, before any travel expenses may be charged to that grant or contract.
- The use of federal mileage and/or per diem must be indicated on the travel request. Processing of the reimbursement will be delayed if a change is made to the per diem originally requested.
- The designated place of work for all Tech employees or students who travel will be the city in which the current regular job site is located. For employees who commute, travel will be computed from the designated place of work or the employee's actual point of departure; whichever is closer to the traveler's destination.

If travel related expenses are charged to NM Tech 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, description of the charge, amount of charges, index and fund 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.**

The Travel Office is located in Wells Hall, room 126..

All forms are available on the Travel Office web page.

II. Travel Requests and Reimbursement

Instructions for the completion of the Travel Request form and the Travel Reimbursement form are available at the NMT Travel website.

For international travel outside the 50 United States, a request must be prepared and submitted to the President for prior approval at least one (1) weeks in advance. Any exceptions must have a written explanation attached to the travel request. The Vice President for Administration & Finance or the President will review these requests on a case-by-case basis.

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

- Justification for the trip. Examples are invitations, brochures or copies of the registration. If no documentation is available, specify how information about the trip was obtained (letter, telephone, contract, etc.). The traveler will provide a reason for the trip and demonstrate that the travel is necessary and beneficial to Tech.

- 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.
- Compliance with NM Tech's travel procedures.
- Availability of funds in the budget.

A. Per Diem: Domestic Travel

a. When Traveling on State Funds

1. Per diem for meals on same day travel will not be paid by New Mexico Tech. *Same day travel* is defined by the Internal Revenue Service (IRS) as any trip that does not include overnight lodging.

2. Federal per diem and/or mileage rates are not allowed when traveling on state funds.
3. Per diem will be paid on trips of more than 24 hours.

The following schedule is used for per diem determinations:

In-state - \$ 135.00

Out-of-state: \$ 215.00

Prorated partial day, AFTER 24 hours:

Less than 6 hours: \$ 9.00

6 hours up to 12 hours: \$ 21.00

12 hours up to 24 hours: \$ 46.00

4. **Actual cost for lodging only:** If the traveler wishes to receive reimbursement of actual lodging costs, the travel request must be approved by a Vice President or the President prior to travel. Original, itemized lodging receipts, less the cost of meals, and other room charges must be attached to the Travel Reimbursement Voucher.

5. In addition to the actual cost of lodging, a meal reimbursement not to exceed \$46.00 for each full 24-hour period is allowed without receipts.

Breakfast \$9.00 Lunch \$12.00 Dinner \$25.00

b. *When Traveling on Federal Funds*

Travel on externally funded agreements may be reimbursed using federal per diem and mileage rates provided agency approval has been obtained. Approval to use, but not exceed federal rates is obtained and tracked by the Sponsored Projects Administration Office (SPA) who then enters a notation into the Banner system using FOATEXT located in FRAGRNT.

The SPA accountant in charge of the grant or contract will verify approval on all travel requests submitted requesting federal per diem and/or mileage rates. The SPA accountant will indicate agency approval on the travel request. If the agency has not approved the use of federal rates the Travel Office will return the request to the originating department for correction.

When traveling on federal funds, reimbursement cannot exceed federal joint travel regulations. Federal rates can be found at the following website: <http://www.GSA.gov>. The requester must print the federal M&IE rates from the web-site and show the calculation for per diem and/or mileage. The print out and calculation must be attached to the travel request.

Actual lodging costs cannot exceed the maximum lodging rate. However, traveler can request agency approval for reimbursement on an actual expense basis, not to exceed 300 percent of the maximum per diem allowance. Agency approval to exceed maximum lodging rate must be obtained in advance of travel and is at the discretion of the funding agency. Refer To GSA Subpart B. 301-11.100 and Subpart D 301-11.302 and 301-11.303.

The traveler is responsible for obtaining written advanced agency approval for actual lodging expenses that exceed the maximum lodging rate. Written approval must be attached to the travel request which is submitted to Sponsored Projects Administration office who will confirm agency approval for a specific trip.

The GSA has set up a website that allows you to search for rooms by location and date. The website shows the federally negotiated rate for each hotel. The website is: <https://www.fedrooms.com>.

B. Per Diem: International Travel

Prior approval must be obtained from the President for all international travel. Requests must be submitted to the President's Office at least one (1) weeks prior to the planned date of departure.

a. *When Traveling on State Funds*

Actual cost for lodging only: If the traveler wishes to receive reimbursement of actual lodging costs, the travel request must be approved by a Vice President or the President prior to travel. Original, itemized lodging receipts, less the cost of meals, and other room charges must be attached to the Travel Reimbursement Voucher.

In addition to the actual cost of lodging, a meal reimbursement not to exceed \$46.00 for each full 24-hour period is allowed without receipts. Meals will be reimbursed as follows:

Breakfast \$ 9.00 Lunch \$ 12.00 Dinner \$ 25.00

b. When Traveling on Federal Funds

Travel occurring on externally funded agreements may be reimbursed using federal per diem and mileage rates provided agency approval has been obtained. Approval is obtained and tracked by the Sponsored Projects Administration Office (SPA) who then enters a notation into the Banner system using FOATEXT located in FRAGRNT.

The SPA accountant in charge of the grant or contract will verify approval on all travel requests submitted requesting federal per diem and/or mileage rates. The SPA accountant will indicate agency approval on the travel request. If the agency has not approved the use of federal rates the Travel Office will return the request to the originating department for correction.

When traveling on federal funds, reimbursement cannot exceed federal joint travel regulations.

Lodging and meals will be reimbursed at the international federal M&IE rates. These rates can be found at:

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

The requester must print the federal M&IE rates from the web-site and show the calculation for per diem and/or mileage. The print out and calculation must be attached to the travel request.

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.

C. Prepayments

Prepayments to be made with NM Tech funds should be listed on Travel Request form with all appropriate documentation attached (such as invoices, registration forms, calculation of advance amounts, etc.). Allow ten (10) working days for processing.

Payments made by the traveler using personal funds prior to a trip (i.e. airline fare, registration) will be reimbursed at 100 percent. Requests should also be listed on the Travel Request. A copy of the relative travel request and proof of payment must be attached. These payments will be processed when the request is received.

Requests received in the Travel Office without all the required approvals will be forwarded to the appropriate office to obtain the approvals. This will result in a delay of processing any prepayments.

D. Travel Advance

Requests for a travel advance should also be listed on the Travel Request. Travelers may obtain up to a 90 percent advance of the submitted expenses, less any prepayments, on trips requiring a stay of 24 hours or more. Advances on travel lasting less than 24 hours will not be given. Advances will be released not more than five (5) working days prior to the trip. Allow at least ten (10) working days before the trip for processing.

Requests received in the Travel Office without all the required approvals will be forwarded to the appropriate office to obtain the approvals. This will result in a delay of processing any travel advance payments.

E. Transportation

Pooling of a vehicle, auto or aircraft is encouraged.

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).

Travelers will not receive mileage reimbursement when an official NMT vehicle is used.

Other travel related expenses (gas, minor repairs, etc.) can be reimbursed with the appropriate receipts. The vehicle ID number should be noted on all receipts submitted for reimbursement.

The NMT mileage rate for the use of a private vehicle will be set every year on July 1st to agree with the standard IRS mileage rate on that date which is currently \$.54 cents per mile. This rate will be in force for the entire fiscal year.

A "per-trip" transportation fare of \$83.16 from Socorro to and from the Albuquerque airport is allowed.

For mileage over and above the schedule, the odometer reading must be submitted on the Travel Reimbursement Voucher.

A mileage chart for New Mexico cities and other frequent travel destinations is provided on the NMT Travel website for your reference.

For out-of-state mileage, the standard mileage as reported in the Rand McNally U.S. Road Atlas (or equivalent source such as Mapquest) may be used. Odometer readings will be accepted, provided the total mileage is reasonable when checked against the above publication. If claimed mileage appears unreasonably high, a written justification must be attached.

b. Airfare

Airfare may be purchased through one of the Regents-approved travel agencies or purchased directly by the traveler using personal funds. (See Prepayment section for reimbursement information.)

If using a Regents-approved travel agency, call as early as possible to obtain the lowest fare. Companion flights will be allowed only for Tech employees or students. The travel request must be turned into the Travel Office before tickets can be picked up. The travel agency will bill NM Tech. The NMT Purchasing Card should not be used to pay for these services.

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 <http://www.gsa.gov/portal/content/103191>. 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, s/he (NOT New Mexico Tech) is responsible for payment.

Reimbursement will not be made for use of frequent flyer miles or any other reward points.

If an airline trip is cancelled or the ticket is changed, the traveler will state the reason for the cancellation or change in writing. Tech 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 s/he should be granted an exception to this provision; then s/he must submit a written request to the Director of Finance or VP for Administration and Finance. The individual responsible for the account 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). Reimbursement will not exceed \$0.88 per air mile.

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 Tech-business-related reason for driving. Total cost includes mileage, plus additional per diem for the extra travel time incurred in lieu of flying. A "per-trip" transportation fare of \$83.16 from Socorro to and from the Albuquerque airport is allowed.

c. Other Transportation

OTHER transportation includes bus, taxi, airport shuttle, railroad, car rental and baggage in excess of allowable weight. Receipts must be submitted with the Travel Reimbursement Voucher.

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. These are covered by the NM State Risk Management.

F. Miscellaneous Expenses

Other necessary business expenses, such as parking, tips (exclusive of meal gratuities), business calls or business telephone access charges only, copying charges, and other business expenses that can be documented as costs directly incurred as a result of the travel, will be reimbursed when original, itemized receipts are provided.

Occasionally a receipt can be misplaced or cannot be obtained 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.

If travel related expenses are charged to NM Tech 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, description of the charge, amount of charges, index and fund 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.

G. Travel Reimbursement

- A completed Travel Reimbursement Request must be submitted with all original receipts and appropriate forms attached. If reimbursement requests are received without all the required approvals, the Travel Office will forward the documents to the appropriate office to obtain the approvals. This will result in a delay of processing any payments.
- Deduct prepayments for advances, airline tickets, hotel payment, registration, etc. (If registration includes meals or lodging, deduct according to Section V.)
- If funds are to be refunded to Tech by the traveler, a check must be attached to the travel reimbursement voucher. Do not deposit the funds directly into the account. The Travel Office will verify the figures and deposit the payment. If there is a correction, the Travel Office will contact the traveler to have the payment adjusted.
- A Travel Reimbursement Voucher requiring 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.

III. Corrections on Travel Requests or Reimbursement Vouchers

Travel forms must either be typed or printed in ink. Any corrections to a Travel Request or a Travel Reimbursement Voucher must consist of a single line drawn through the incorrect item and the corrected information placed above. The requestor and approving official must initial each correction. Any form with correction fluid, correction tapes or pencil will be returned.

a. Penalty

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 Governing Board pursuant to Section 10-8-5 NMSA 1978 is liable to the state in the amount that is twice the excess payment.

IV. Student Group Travel Procedures

- Field camp and other class-related field trips
- Student club groups
- Other student groups traveling with New Mexico Tech faculty or staff

This procedure is for use when a large group of students travels with a member of the New Mexico Tech faculty or staff. The faculty/staff person will submit a Travel Request claiming all the expenses for the trip and with a complete list of all students who will be traveling attached. The students will not be required to submit a Travel Request. Splitting expenses among more than one traveler will not be allowed. The group must comply with all other applicable regulations, policies and procedures.

Allowable reimbursement will be limited, as it would be for each individual traveler per the New Mexico Tech Travel Policy based on actual lodging and meal per diem. Reimbursement to the faculty/staff person will require original, detailed receipts for all lodging and meal expenses to be attached to the Travel Reimbursement Request. This group procedure will address meals and lodging expenses. All other expenses will be reimbursed in accordance with the New Mexico Tech Travel Policy.

For the purpose of demonstrating this procedure, the following scenario will be used:

One faculty person traveling on a class field trip with nine students: The group will be traveling to Albuquerque departing from Socorro at 2:00 p.m. on Monday and returning on Thursday at 2:00 p.m. This calculates to three days of travel spending three nights away. Actual lodging will be calculated assuming two persons per room at a cost of \$200 per night per room.

Actual Lodging and Meals Reimbursement Calculation

The actual amount paid for lodging will be reimbursed when an original, itemized receipt is provided. In addition, the maximum per diem for meals will be the meal per diem rate allowable for the destination. Total maximum reimbursement for lodging and per diem cannot exceed \$3900, but will be limited to the total amount of detailed receipts submitted.

Actual lodging expense: $(\$200 \times 5 \text{ rooms}) = \1000 $(\$1000 \times 3 \text{ nights}) = \3000

Allowable meal per diem for Albuquerque: $(\$46 \times 10) \times 3 = \1380.00

V. Using PCard for Travel

Requests to use the PCard for travel-related services must be made to the Purchasing Office. Upon completion of the appropriate training, the Purchasing Office will open the requester's PCard to travel-related services and it can then be used for allowable expenses. The Purchasing Office will provide a current list of all PCards authorized for travel-related services (last four digits only) to the Travel Office.

a. Allowable PCard travel related expenses include:

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

b. Unallowable PCard travel related expenses include:

(Examples of Unallowable PCard travel related expenses include but are not limited to)

- Travel arrangements made through a Regent's approved travel agency (including airfare). These services will be billed directly to NMT.
- Gas
- Meals
- Hotel incidental expenses (room service, movies, etc.)
- Any personal purchase

NMT PCards may not be used for unallowable expenses. Unallowable expenses must be paid using another method of payment. (Example: Hotel bill includes room service and a movie. The traveler must pay for these unallowable expenses using cash or his/her personal credit card; they cannot be included in the hotel PCard payment.) Abuse in this area may constitute a violation of the NMT PCard policy and could result in revocation of the PCard.

c. Required receipts:

Copies of itemized receipts for purchases made with the NMT PCard 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 PCard list by the Travel Office to determine if a NMT PCard was used for the payment. Original itemized PCard receipts must be attached to the monthly PCard statement and submitted to the Purchasing Office in compliance with the PCard policy.

The cardholder is responsible to know all cancellation and change of travel policies and related penalties that may impact NMT funds before making charges to the NMT PCard. Abuse in this area may constitute a violation of the NMT PCard policy and can result in revocation of the PCard and other disciplinary action as per the NMT Employee Handbook.

Note: All other NMT PCard purchasing policies and procedures apply to the use of the PCard for travel.

VI. References

www.GSA.gov

NMT Purchasing Policy - www.nmt.edu/purchasing-policies

NMT P Card Policy - www.nmt.edu/purchasing-policies

Travel Information Sheet

https://www.nmt.edu/images/stories/travel/Travel_Information_Sheet.xls

Mileage Chart

https://www.nmt.edu/images/stories/travel/Mileage_Calculations_NMT_Rate.xls

Travel Policy

https://www.nmt.edu/images/stories/travel/NMT_TRAVEL_POLICY_Aug_1_2008.pdf

Travel Request and Reimbursement Form

<https://www.nmt.edu/images/stories/travel/newtravelform-savable-2014.pdf>

Travel Request and Reimbursement Instructions

https://www.nmt.edu/images/stories/travel/Travel_Request_Form_Instructions_2013.pdf

Non-Employee Travel Procedures https://www.nmt.edu/images/stories/travel/Non-employee_Travel_Procedure_ver_Aug_2013.doc

Travel Estimate Worksheet

https://www.nmt.edu/images/stories/travel/Travel_Estimation_Sheet.xls

No Receipt Exemption Statement

https://www.nmt.edu/images/stories/travel/No_Receipt_Expense_Statement.xls

VII. Appendix

Current NMT Rates: (Use when traveling on State Funds)

Per Diem: (Includes meals and lodging)

In State: \$135.00

Out of State: \$215.00

OR

Actual lodging expense plus meal per diem of \$46.00 for each 24 hour period

Prorated partial day, AFTER 24 hours:

Less than 6 hours: \$ 9.00

6 hours up to 12 hours: \$ 21.00

12 hours up to 24 hours: \$ 46.00

Mileage:

(Use when traveling in a privately owned vehicle. There is no mileage reimbursement when using an official State vehicle.)

.54 cents per mile