Faculty Travel Quick Reference Guide

Business travel must be critical to the mission of NMSU. Travelers should minimize the amount of travel expenses incurred by ensuring travel arrangements are the most cost-effective considering all relevant circumstances.
Expense Payments: Travel payments and reimbursements are limited to bona fide business expenses and must include appropriate documentation.
Travel Approval: All university-related travel must be approved by the appropriate department authority before travel per the Administrative Rules and Procedures (ARP): University Related Travel Guidelines

Content below is a guideline only: Refer to BPM for clarification/details: BPM-5C | New Mexico State University Travel

TRAVEL CATEGORY	Policy				Resources	Paying for Travel					
	Guidance	Restrictions	Exceptions	BPM Reference		Direct Pay	P-Card * with approval	Purchase Order	Reimbursement through Travel Expense Report (TER)	**Eligible for Travel Advance - 90% of cost	NOT Eligible for reimbursement
Air Transportation											
Airfare	The University will pay the cost of commercial airline travel, including airline fees, at the lowest available rate that meets the business need. Travelers may fly business class only when a flight is greater than fourteen hours in duration and there are no stopovers longer than twenty-four hours. Lowest fare available must be used for travel not meeting these requirements.	Travelers are prohibited from selecting travel arrangements that result in an increased cost to the University for the purpose of earning or increasing travel rewards or incentives. The use of incentives for University business is not reimbursable by the University, as these are not actual out-of-pocket expenses incurred by the traveler. No reimbursement will be allowed if the airline ticket or other travel credits are purchased from a private individual.		Link to BPM 5C.40.10 Air Transportation	NMSU has partnered with Southwest Airlines Start booking at **SWABIZ.com NMSU CID is 99077333**		X		X		
Chartered Air Transportation	All chartered air transportation is processed on a Purchase Order requisitioned through the NMSU Purchasing (Banner) (AggieMart) System.			Link to BPM 5C.40.10.20 Chartered Air Transportation	800793241 **High Country Air** 800694315 **Steven's Aviation** 800733656 **Powow, LLC**			X			
Baggage Fees	Customary Fees – NMSU will pay for "customary" fees or those that could reasonably be expected to be paid by any traveler when flying.			Link to BPM 5C.40.10.10 Airline Fees			X		X		
Upgraded Seats or Class	Non-Customary Fees – NMSU typically will not pay for fees that are considered "non-customary" or fees that are incurred strictly for traveler convenience. Travelers may upgrade at their personal expense.		Medical Necessity (follow OIE accommodation request process)	Link to BPM 5C.40.10.10 Airline Fees							X
Airfare Flight Changes and Cancellation Fees	Non-Customary Fees – NMSU typically will not pay for fees that are considered "non-customary" or fees that are incurred strictly for traveler convenience.		If required by NMSU to meet other business needs or traveler emergency approved by supervisor	Link to BPM 5C.40.10.10 Airline Fees							X

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Airport Parking Fees	Parking fees must be supported by receipts. Airport parking fees will only be reimbursed at the current long term parking rate.	Parking reimbursement limited to long term parking rate.		Link to BPM 5C.40.20.30 Personal Vehicle Mileage/Parking	Link to airport parking rates				X		
Ground Transportation											
Rental Vehicles	Vehicle rental of up to a mid-sized car is allowable. Employees are encouraged to use the University's corporate services Enterprise vehicle rental agreement for car rentals, especially for local (NM) fleet-type rentals.	For liability insurance reasons, vehicle rental transactions not using the corporate services agreement may not be direct-billed to NMSU	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 written justification and included with the employee's TER.	Link to BPM 5C.40.20.10 Vehicle Rentals	For additional rental car insurance information refer to Central Purchasing Office BPM Link to BPM 4.45.20 Vehicle Insurance - Rental Cars	X		X	X		
Personal Vehicle Mileage	Reimbursement for mileage is allowed only when employees are traveling from their primary official place of work on approved University business. NMSU Mileage rate to be honored is 50% of the established IRS rate for any given year.	If multiple employees are traveling in the same vehicle, only the driver may claim mileage reimbursement. Allowable round trip mileages to local airports are: LC - 25 MI, ELP - 100 MI		Link to BPM 5C.40.20.30 Personal Vehicle Mileage					X		
Taxi/RideShare (UBER, LYFT)	Uber or Lyft is allowed in lieu of taxi, standard or basic fare only.	Specialized options are considered out of pocket expenses to traveler. Tip cannot exceed 20% of fare.		BPM 5C.40.20.15 Rideshare (update in process)					X		
Lodging											
Lodging - Actuals	Reimbursement of actual expense for lodging – Original and externally produced receipts are required. Travel reimbursement for lodging is limited to (1) the applicable lodging per diem at the destination, (2) the actual cost will be reimbursed for lodging at an official conference or meeting hotel, (3) the actual cost of lodging where the University has negotiated an employee rate, or (4) the actual cost with justification and Appropriate Approval.	Additional costs incurred for dates before or after the dates of the business event, or for other individuals not on NMSU business are not allowed. "No Show" charges are the responsibility of the traveler unless justificaiton has appropriate approval as defined in section 5C.	*Pcard may be used on an exception basis with approval from Purchasing.	Link to BPM 5C.30.40 Reimbursement of Actual Meals and Lodging Expenses			X*		X	X	
Lodging - Per Diem	"Per diem" is a fixed daily allowance and is based on the location of the overnight stay and dates of the travel. Receipts are not required when claiming per diem reimbursement.	Employee must travel at least 50 miles from primary official place of work.		Link to BPM 5C.30.10 Meals and Lodging Per Diem	Link to Domestic Per Diem Rates				X	X	

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Alternative Lodging (VRBO, Airbnb)	Traveler must pay directly and assume responsibility for risks, incidents and fees. All other standard lodging guidelines apply.	Cannot be purchased with a Pcard	Cost comparison justification and/or limited hotel options required.	Link to BPM 5C.30.40 Reimbursement of Actual Meals and Lodging Expenses					X	X	
Meals & Incidentals											
Single Day Meal Per Diem	Amounts claimed cannot exceed the amount allowed under the per diem rules. The reimbursement rate is the established destination city meal per diem rate. If the city destination is not listed in the per diem tables, the standard (CONUS) meal rate per day will be used.	To be reimbursed for same day per diem, employees must travel at least 50 miles from their primary official place of work. For any provided meals, the reimbursement claimed must be reduced by the greater of the individual meal(s) per diem amount based on location and amount (see table below) or the actual meal cost.		Link to BPM 5C.30.30 Partial Day Meal Per Diem First and Last Day of Travel					X		
Multi-Day Meal Per Diem	Amounts claimed cannot exceed the amount allowed under the per diem rules.. The reimbursement rate is the established destination city meal per diem rate. If the city destination is not listed in the per diem tables, the standard (CONUS) meal rate per day will be used.	For any provided meals, the reimbursement claimed must be reduced by the greater of the individual meal(s) per diem amount based on location and amount (see table below) or the actual meal cost. Per GSA Meal Per Diem will be paid at 75% of the destination meal per diem for first and last day of travel where overnight stay is required. All other days are reimbursed at 100% meal per diem of the destination.		Link to BPM 5C.30.30 Partial Day Meal Per Diem First and Last Day of Travel	Link to Domestic Per Diem Rates				X	X	
Incidental Fees	The meal per diem rates cover incidental expenses defined by the IRS to include fees and tips given to porters, baggage carriers, and hotel staff. In addition, meal gratuities are considered to be included in the per diem amount. Therefore, individuals being reimbursed meal per diem cannot also separately claim reimbursement for these incidental expenses.		Incidental expenses that are not considered part of the meal per diem rate, as noted in the preceding paragraph, can be reimbursed as separate charges when supported by receipts.	Link to BPM 5C.30.20 Incidentals					X		X
Miscellaneous											

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Conference Registration Fees	Registration documents must provide cost and a breakdown of services included in the fee.	Lodging and/or meals included in a conference registration fee or otherwise paid for by NMSU must be deducted from the total reimbursement claimed unless justified by the traveler. Expenses resulting from an employee's non-official or personal activities, such as optional pre- or post-conference recreational activities or entertainment fees, and expenses related to personal guests of the employee cannot be reimbursed.		Link to BPM 5C.50.10 Conference Fees			X		X		
Foreign Travel	Review Travel Regulations	Additional restrictions are imposed		Link to BPM 5C.10.50 Foreign Travel Approval and Coverage	Link to Foreign Per Diem Rates						

Footnotes:

****Advances:**

1. Faculty, regular stal
2. Only 1 travel advance issued and outstanding
3. Advances will be issued up to 15 days prior to travel
4. Cancelled travel or remaining funds from a travel advance should be deposited at Accounts Receivable and included with TER. Contact the Travel Office for the index.