

THE UNIVERSITY OF NEW MEXICO

Handling Travel Expenses

October 11th & 12th, 2010

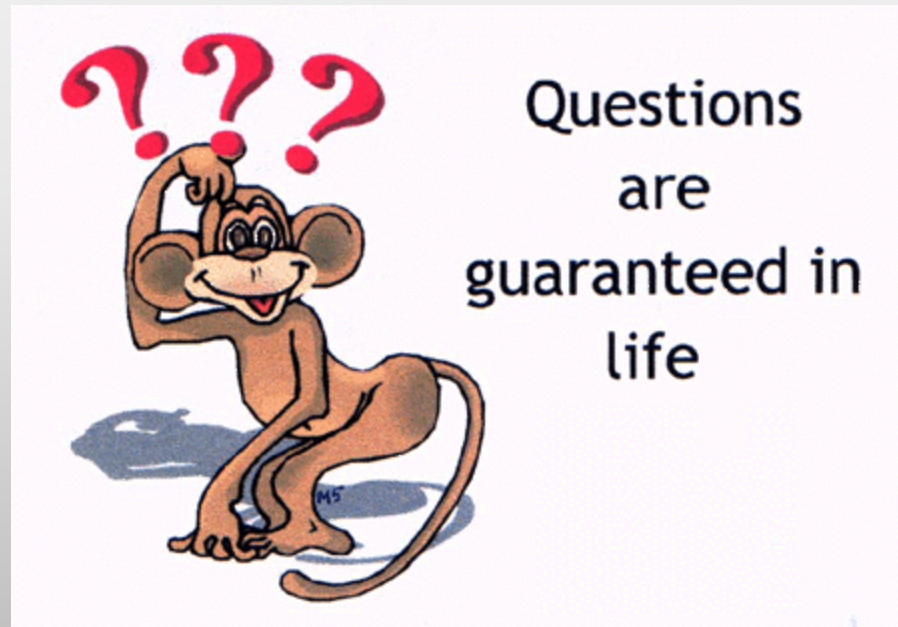
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Policy Updates

- UNM's Travel Policy was updated 7/1/10
- Changes made are in Bold **RED** on your Policy handout



Questions that Arise...



1 When are frequent flier miles reimbursable?

Frequent Flier miles are reimbursable:

A. Only to the amount of the lowest available similar flight, even if that flight is on a different airline.



Never.

C. When permitted by department practice.

D. Both A. and C.

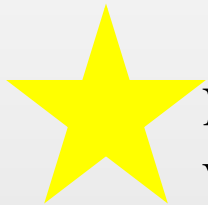
Frequent Flyer Mileage

- (7.1.1) The use of frequent flyer miles are not actual out-of-pocket expenses and **ARE NOT REIMBURSABLE.**



"I'm a frequent flier, so it's really quite cheap."

2 When renting an automobile,



No additional insurance should be purchased from the rental car vendor.

- B. The business purpose is self explanatory since when traveling by plane you need a car at your destination.
- C. Generally a GPS is allowable as a rental car add on if the department practice is to allow this add on.
- D. All of the above may be applicable

A. Insurance

(7.3.1) For insurance purposes the State of New Mexico Risk Management Division treats cars rented by UNM employees and students for UNM business as if they were UNM vehicles.

NO ADDITIONAL INSURANCE SHOULD BE PURCHASED FROM THE RENTAL CAR VENDOR.



B. Business Purpose

- (7.3) The business need for the rental car must be fully explained on the reimbursement request.



C. Global Positioning System (GPS)

(7.3.2) Generally, the GPS feature offered by rental car companies is not considered an “ordinary and necessary expense” and payment for this feature with University funds **IS NOT NORMALLY AUTHORIZED.**



3

Reimbursement:

- A. For personal automobile mileage is set at 55 cents/mile by UNM Policy.
- B. For travel by personal car will always be reimbursed if it is chosen over air travel.



- C. For taxi fares may be reimbursed for travel to and from a business destination such as airport, hotel, conference site.
- D. Both A. and C.

A. Personal Automobile Reimbursement Rate

(7.4) Each department should decide and communicate if they will reimburse at a lesser rate than UNM's maximum rate, which at present is:

\$.50 per mile

B. OUT OF STATE MILEAGE

(7.4.3) Reimbursement for expenses incurred when traveling by personal automobile in lieu of air travel for out-of-state travel **may not exceed the cost the traveler would have otherwise incurred if the traveler had flown.**



C.(7.6)Taxi fares may be reimbursed for travel to and from a business destination such as airport, hotel, conference site, or other location necessitated by the business trip.



4 UNM Provides:

- A. A full service rental service at competitive rates
- B. Zipcar vehicles are available for rental for University business



Both A. & B.

- D. UNM does not rent vehicles.

A. (7.7) The University Physical Plant Automotive Center provides a full-service rental service at competitive rates. Refer to [“Use of University Vehicles” Policy 7780, UBP](#) more information.



5 Pcard Usage and Travel:

- A. Travel expenses, excluding meals, may be purchased with a University Purchasing Card (Pcard)
- B. As an alternative to using the Pcard a traveler may use personal funds to pay for the travel expenses and request reimbursement using the DP-EZ process after they return from Travel
- C. If a Pcard is used to make travel purchase that are not in compliance with UNM Policy, the **cardholder** must immediately reimburse the University for the disallowed expense.



All of the above are correct.

A. PROCUREMENT PROCEDURES

- Travel expenses, excluding meals, may be purchased with a University Purchasing Card (Pcard)



B. PROCUREMENT PROCEDURES

- As an alternative to using the PCard a traveler may use personal funds to pay for the travel expenses and request reimbursement using the DP-EZ process **after they return from the travel.**



C. PROCUREMENT PROCEDURES

- If a PCard is used to make travel purchases that are not in compliance with this policy, the cardholder must immediately reimburse the University for the disallowed expenses.



6 Travel Advances

- A. Will only be considered and authorized on an exception basis.
- B. Are unchanged and must be well documented
- C. Are subject to final approval by Financial Services



A. and C.

Questions to Refresh your Memory!

- This review may help you get your DPEZ processed more quickly by Financial Services.



7

The business purpose in the DPEZ should:

- A. Include the name of the traveler and his/her destination
- B. Detail the travel dates of the trip
- C. Summarize any conference details so no conference brochure is required



Explain who went where, why they went, how the trip furthers University business, and when the trip occurred.

8 When submitting a DPEZ:

A. Send the DPEZ to Financial Services as soon as you complete it, then forward the documentation as you obtain it.

B. Select “prepaid other” for Pcard items.

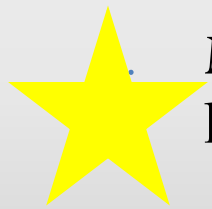


The DPEZ should not be submitted until all the prepaids are included.

D. The accounting office you select in the DPEZ for offsetting travel advances is unimportant, as long as the DPEZ itself is forwarded to the correct office.

9 Per Diem:

A. Flat per diem requires lodging receipts



B. Meal per diem(Meal and Incidental Expense) usually includes lodging receipts as well

C. Conference meals are not allowed when Meal per diem is used

D. The flat per diem rate is \$115 for all travelers, per 24 hour period

10 When purchasing a plane ticket:



- A minimum of three price quotes should be checked before purchase
- B. The lowest fare is always the Economy fare
- C. Seating preferences may preclude using the lowest fare, as long as it is documented
- D. A “red eye” fare is required to be purchased, if it is the lowest priced fare

11 The GSA [U.S. General Services Administration] per diem table:

- A. Is used to determine meal per diem rates in all 50 of the United States



Meal and Incidental Expense column is the only column used on this table

- C. Is used to determine international per diem rates
- D. Both A & C

12 Moving Expenses:

- A. When involving plane fare and meals, are treated just like travel expenses



Are all expensed in account 38L0-Moving Expenses

- C. Only the movement of a new employee's household goods belongs in 38L0-Moving Expenses
- D. Pre-move house hunting expenses are expensed as a recruitment expense. The expenses associated with the actual move are expensed in 38L0-Moving Expenses.

13 Official University business must be conducted greater than ____ miles from place of business to receive reimbursement other than mileage.

A. 25

B. 50



C. 20

D. 10

14 Pcard travel transactions can be reallocated to another index code by:

- A. Processing a DPEZ to reconcile the transaction-the charge will post to the index used in the DPEZ
- B. Using the Pcard Workflow to associate the transaction with a DPEZ that has already been created but the correct index and/or account is not used in the DPEZ.
- C. Reallocating in Banner form FWAINVT
- D. Processing a Journal Voucher to move the charge to the correct index and account code.



Both C & D

15 For purposes of computing the per diem allowances, travel time:



Does not include the time required to travel from the traveler's residence to his place of employment

- B. Includes the time required to commute from the traveler's home to the airport
- C. Includes time required to purchase sandwiches for the trip
- D. Includes travel time by car, even if travel by plane would have been less expensive

16 For commercial transportation, the traveler is allowed (for per diem purposes):

- A. One and a half hours (1 ½) of additional time before the scheduled departure for domestic travel
- B. Two hours (2) of additional time before scheduled departure for international travel
- C. One hour (1) after scheduled arrival home for both domestic and international travel



All of the above

17 An employee may be reimbursed the cost of parking at the airport, or:

- A. The cost of transportation to and from the airport, if this cost is less than parking at the airport
- B. The cost of mileage to and from the airport, if this cost is less than parking at the airport



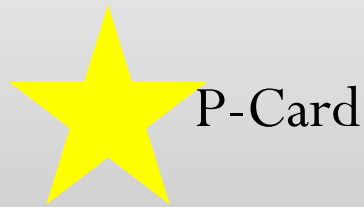
The cost of transportation to and from the airport, or reimbursement for mileage to and from the airport, if either cost is less than the cost of parking at the airport

- D. Only the cost of parking at the airport is an allowable expense

18 The preferred way to purchase airline tickets, conference fees and hotel charges is the:

A. Use of traveler's personal credit card

B. DPEZ form

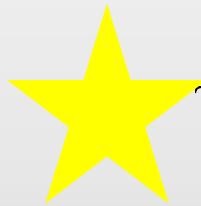


P-Card

D. Cash

19 The appropriate per diem rate used by a traveler is based on:

A. The location of the traveler's hotel



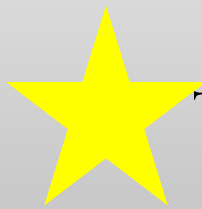
The location where the business event occurred

C. The location with the most reasonable per diem rate

D. The location where the traveler spent the most time

20 A traveler's per diem is W2 reportable when:

- A. It is the law in the state traveled
- B. The traveler's destination is in New Mexico
- C. The traveler has an overnight stay



The traveler does not have an overnight stay

21 A “flat” per diem rate of \$85.00 is reimbursed to the traveler and is:

- A. In lieu of receipts for lodging and meals
- B. Intended for the state of New Mexico only
- C. Intended for each twenty-four hour period



All of the above

22 A “flat” per diem rate of \$115.00 is reimbursed to the traveler and is:

- A. In lieu of receipts for lodging and meals
- B. Intended for International travel and all of the U.S., except New Mexico
- C. Intended for each twenty-four hour period



All of the above

23 Other than using the “flat” per diem rates, a second method of reimbursing a traveler for meals and lodging is:



Actual lodging expenses plus a per diem meal reimbursement

- B. An amount deemed reasonable for the area
- C. What the department head authorizes
- D. All of the above

24 All per diem rates specified are the maximum that may be claimed unless:



The traveler's meal qualifies as a conference meal

- B. The traveler chooses to submit actual receipts
- C. The traveler's department authorizes an additional amount
- D. All of the above

25

When attending a conference, which is false:

- A. Meals included in the conference reduces meal per diem reimbursement
- B. Travelers must attach a copy of the conference advertisement to the DPEZ form
- C. Continental breakfasts provided by the conference does not require a reduction in per diem



Conference meals cannot be reimbursed; the traveler is reimbursed at per diem rates only

26 The traveler left at 6am and returned the next day at 1pm. What meals will the traveler be entitled to?

A. One breakfast, one lunch, and one dinner

B. Two breakfasts, one lunch, and one dinner



Two breakfasts, two lunches, and one dinner

D. One breakfast, two lunches, and one dinner

27 Which of the following miscellaneous expenses are included in the IRS per diem rates, and should therefore not be separately claimed?

A. Safe arrival call home not to exceed \$10.00



Luggage handling and maid service tips

C. Taxi fares and tips

D. Copy, internet, and fax charges used for University business

28

Travelers requesting reimbursement for expenses paid in foreign currency must:

- A. Use the exchange rate at the time of travel
- B. Attach the exchange rate documentation to the DPEZ



Use the exchange rate at the time of travel and attach the documentation to the DPEZ

- D. Use Euros or Pesos during travel

29 A travel advance is a (an):

A. Expense to the traveler's department



Loan between UNM and the traveler

C. Expense to the traveler

D. Loan between the department and the traveler

30 A Travel Advance:

- A. Is easy to initiate and process
- B. Does not require approval by the Central accounting office
- C. Can be repaid to any of the University's Central Accounting Office cash accounts



Is a labor intensive operation that is allowed only by special exception received in advance from Financial Services

31 After completion of the travel, the DPEZ for the traveler must be submitted to the appropriate accounting office within:

A. The current fiscal year

B. Six months

C. 10 working days



15 working days

Resources:

The EOD 385 Travel Policies and Procedures class, newly revised, is strongly recommended for all persons creating, signing, or approving travel DPEZs

**The next class will be held on Thursday,
November 11th.**