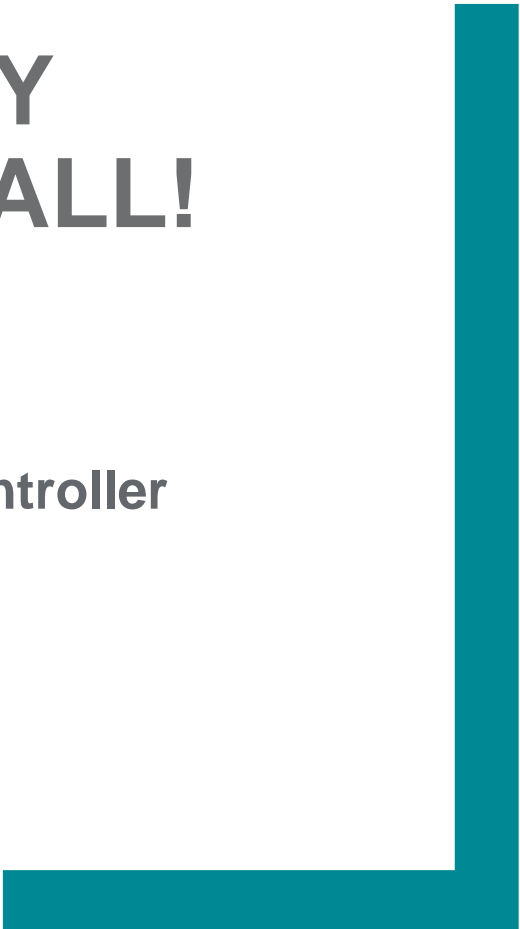




# **TRAVEL POLICY YOU MAKE THE CALL!**

**Presented by  
Laura Putz, HSC Associate Controller  
8/16/17**



# General Information

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- Custodians of Public Funds
- Inspection of Public Records Act (IPRA)
- Internal Audit
- External Audit
- Reasonable Person Perspective
- Facts and Circumstances
- Department can be more restrictive – Be consistent
- Communicate!

## To expedite processing of requests for travel reimbursements, travelers should:

---

- A. Provide itemized receipts for all expenses being claimed
- B. Provide supporting documentation that explains unusual expenses being reimbursed
- C. Provide an explanation if receipts are unavailable
- D. Attach only relevant documents to each line item
- E. All of the above

# To expedite processing of requests for travel reimbursements, travelers should:

---

- A. Provide itemized receipts for all expenses being claimed-**NOT reservations or credit card summary receipts**
- B. Provide supporting documentation that explains unusual expenses being reimbursed-**BEST PRACTICE**
- C. Provide an explanation if receipts are unavailable-**Required per Section 3.2**
- D. Attach only relevant documents to each line item  
**BEST PRACTICE**
- E.** All of the above

# The Business Purpose for Travel Reimbursements:

---

- A. Should be vague, for example “Required to travel as part of employment” or “Travel Reimbursement”.
- B. Should include how the expense benefited UNM
- C. Must be completed in the header section of Chrome River for Expense Reimbursement reports
- D. Must remain confidential under the Health Insurance Portability and Accountability Act of 1996.
- E. B and C

# The Business Purpose for Travel Reimbursements:

---

- A. Should be vague, for example “Required to travel as part of employment” or “Travel Reimbursement”. **BEST PRACTICE – what, where, when and why**
- B. Should include how the expense benefited UNM **Yes**
- C. Must be completed in the header section of Chrome River for Expense Reimbursement reports - **Yes**
- D. Must remain confidential under the Health Insurance Portability and Accountability Act of 1996. - **No**
- E.** B and C

# Approvals of Travel Reimbursement requests

---

- A. Require the signature of the employee being reimbursed
- B. May be completed via email to Chrome River or by logging into Chrome River and approving
- C. May be delegated to a person within the department with appropriate authority and may include the traveler's approval
- D. Must be approved by the employee being reimbursed
- E. Both B and D

# Approvals of Travel Reimbursement requests

---

- A. Require the signature of the employee being reimbursed – Approvals done electronically now
- B. May be completed via email to Chrome River or by logging into Chrome River and approving – 2 ways to approve electronically
- C. May be delegated to a person within the department with appropriate authority and may include the traveler's approval Employees approval CANNOT be delegated
- D. Must be approved by the employee being reimbursed - Travel Policy Section 3.3
- E. Both B and D



# 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 Chrome River expense report
- C. Manually convert each foreign currency receipt amount to dollars before scanning into Chrome River
- D. Select “Special Handling/Foreign Currency Wire” in Chrome River
- E. Travel incognito

# Travelers requesting reimbursement for expenses paid in foreign currency must:

---

- A. Use the exchange rate at the time of travel – Chrome River will do conversion based on receipt date
- B. Attach the exchange rate documentation to the Chrome River expense report – Not required if using Chrome River calculation
- C. Manually convert each foreign currency receipt amount to dollars before scanning into Chrome River - Not required if using Chrome River calculation
- D. Select “Special Handling/Foreign Wire” in Chrome River – Refers to how payment is processed
- E. Travel incognito

# International Health and Accident Travel insurance is a(n):

---

- A. Allowable expense when on travel longer than 3 weeks
- B. Optional, personal expense and cannot be paid with university funds
- C. Mandatory expense when traveling
- D. Expense for Rental car coverage
- E. Reimbursable expense if annual leave is not combined with the trip

# International Health and Accident Travel insurance is a(n):

---

- A. Allowable expense when on travel longer than 3 weeks – length of trip has no impact
- B.** Optional, personal expense and cannot be paid with university funds – Travel Policy Section 6
- C. Mandatory expense when traveling alone – see Travel Policy Section 6
- D. Expense for Rental car coverage - covers medical evacuation and repatriation of remains
- E. Reimbursable expense if annual leave is not combined with the trip – Travel Policy Section 6

Official University Business must be greater than ???? miles from place of business to receive reimbursement other than mileage

- A. 25
- B. 50
- C. 30
- D. 100
- E. 75

Official University Business must be greater than ???? miles from place of business to receive reimbursement other than mileage\_\_\_\_\_

A. 25

**B. 50** – Per Travel Policy Section 3.1

C. 30

D. 100

E. 75

# When combining personal and business travel

---

- A. Is against UNM Policy
- B. Airfare reimbursement to and from a personal destination is allowable if it is in conjunction with a business trip
- C. If the primary purpose of the trip is personal, certain costs, per IRS guidelines, may not be reimbursable
- D. If shuttle costs are incurred for the family during the business portion of the trip, they are completely reimbursable
- E. B and C

# When combining personal and Business travel

---

- A. Is against UNM Policy – [Section 13](#)
- B. Airfare reimbursement to and from a personal destination is allowable if it is in conjunction with a business trip - [Section 13.1 Financial Services must be provided with documentation that shows what the airfare costs directly to and from the business destination, for the actual dates of the business event, would have been. The lowest cost, using a reasonable flight schedule based on the dates and times of the business event, will be used to determine what is allowable.](#)
- C. If the primary purpose of the trip is personal, certain costs, per IRS guidelines, may not be reimbursable – [More than 50% of time should be business related. International travel rules more complex](#)
- D. Shuttle costs are incurred for the family during the business portion of the trip are completely reimbursable – [Section 13.2 allows cost for business traveler only](#)
- E. B and C



## When Traveling:

---

- A. The traveler may to be reimbursed for hotels on the way to the conference if they chose to drive
- B. The traveler may not be reimbursed per diem on the first travel day unless the trip begins before noon
- C. Continental breakfasts must be removed from per diem reimbursements if provided
- D. The business trip destination must be selected from the drop down menu in Chrome River for per diem
- E. Both A and C

# When Traveling:

---

- A. The traveler may to be reimbursed for hotels on the way to the conference if they chose to drive – **No - personal choice not business related**
- B. The traveler may not be reimbursed per diem on the first travel day unless the trip begins before noon – **Travel day reimbursement of 75% of per diem rate REGARDLESS of departure/return time**
- C. Continental breakfasts must be removed from per diem reimbursements if provided – **Section 12.4: Continental breakfast provided at a hotel, or by a conference, does not require a reduction in per diem**
- D.** The business trip destination must be selected from the drop down menu in Chrome River for per diem
- E. Both A and C – **Neither are correct**

# Lodging with family or friends

---

- A. Is not allowed while on UNM business trips
- B. May be done, but no per diem will be reimbursed
- C. Entitles the traveler to up to the \$85 (in state) or \$115 (out of state/International) flat per diem reimbursement
- D. Is allowed with immediate family members only
- E. B and D

## Lodging with family or friends – Section 13.5

---

A. Is not allowed while on UNM business trips

B. May be done, but no per diem will be reimbursed

C. Entitles the traveler to up to the \$85 (in state) or \$115 (out of state/International) flat per diem reimbursement

D. Is allowed with immediate family members only

E. B and D

# Commercial Airline travel costs should be:

---

- A. The lowest available rate based on a reasonable flight schedule
- B. Always based on the price of an economy fare
- C. Planned six months in advance
- D. Reduced by the traveler's frequent flier miles
- E. Planned to maximize the traveler's frequent flier miles, using their preferred carrier

# Commercial Airline travel costs should be:

---

- A. The lowest available rate based on a reasonable flight schedule – Per Section 8.2
- B. Always based on the price of an economy fare – Section 8.2.1 There are exceptions when premium economy or business class is allowable
- C. Planned six months in advance – Section 8.2 Travelers are encouraged to plan their travel far enough in advance to be able to receive the lowest available airfares.
- D. Must be reduced by the traveler's frequent flier miles – Section 8.2.2 optional
- E. Planned to maximize the traveler's frequent flier miles, using their preferred carrier – Not allowed per Section 8.2.2

# An employee may be reimbursed the cost of parking at the Albuquerque Sunport or:

---

- A. The cost of a taxi or Uber to/from the airport if it is less than the cost of parking at the airport
- B. Mileage from personal residence to/from airport at the standard mileage rate
- C. Both A and B are correct
- D. Only the cost of parking at the airport is an allowable expense
- E. Contact UNM Police dispatch for an escort to the Sunport Departing Flight area

# An employee may be reimbursed the cost of parking at the Albuquerque Sunport or:

---

- A. The cost of a taxi or Uber to/from the airport if it is less than the cost of parking at the airport – [Section 8.1](#)
- B. Mileage from personal residence to/from airport at the standard mileage rate – [Section 9.4.1 - round trip from UNM to the airport if mileage is greater than normal commute](#)
- C. Both A and B are correct – [B is not correct](#)
- D. Only the cost of parking at the airport is an allowable expense – [Section 8.1 and 9.4.1](#)
- E. Contact UNM Police dispatch for an escort to the Sunport Departing Flight area – [Let me know what they say....](#)



# Taxi Fares

---

- A. Are allowed but tips to taxi drivers are not reimbursable
- B. To restaurants for personal meals while on business travel is reimbursable
- C. Are allowed to visit national landmarks during conference breaks
- D. May be reimbursed from the airport to the hotel, and back at the end of the trip
- E. Are not allowed for trips to the conference site from an off site hotel

# Taxi Fares

---

- A. Are allowed but tips to taxi drivers are not reimbursable – **Allowed, Sections 9.5 & 14**
- B. To restaurants for personal meals while on business travel is reimbursable – **Unallowed, Section 9.5**
- C. Are allowed to visit national landmarks during conference breaks - **Unallowed, Section 9.5**
- D.** May be reimbursed from the airport to the hotel, and back at the end of the trip
- E. Are not allowed for trips to the conference site from an off site hotel – **Allowed but cost effectiveness must be determined, Section 13.2**

# When renting an automobile:

---

- A. Insurance coverage should not be purchased from the approved rental car vendors
- 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 as an add-on
- D. You do not need to fill up the car before returning it if the Fuel Option is selected at time of rental
- E. All of the above may be applicable

# When renting an automobile:

---

- A. Insurance coverage should not be purchased from the approved rental car vendors – [Section 9.2.1 coverage included at no extra charge](#)
- B. The business purpose is self-explanatory since when traveling by plane you need a car at your destination – [Section 9.1: The business need for the rental car must be fully explained in the reimbursement request](#)
- C. Generally, a GPS is allowable as a rental car add-on if the department practice is to allow this as an add-on – [Section 9.3: unallowable without pre-approved exception from “DDD”](#)
- D. You do not need to fill up the car before returning it if the Fuel Option is selected at time of rental – [Section 1: travelers are urged to exercise good judgment when incurring travel expenses](#)
- E. All of the above may be applicable – [See above](#)

# Reimbursement for mileage using a personal vehicle

---

- A. Is based on a standard mileage rate authorized by the New Mexico State Per Diem and Mileage Act
- B. Can be claimed by submitting receipts for the cost of gasoline, maintenance, repairs, and/or insurance
- C. May include miles driven during commuting
- D. May include per diem for trips over 50 miles, round trip
- E. None of the above

# Reimbursement for mileage using a personal vehicle

---

- A. Is based on a standard mileage rate authorized by the New Mexico State Per Diem and Mileage Act – **Current NM rate is \$0.535/mile**
- B. Can be claimed by submitting receipts for the cost of gasoline, maintenance, repairs, and/or insurance – **Section 9.4 NM rate is intended to cover all costs associated with owning the automobile and Policy 4000, Section 6**
- C. May include miles driven during commuting – **Section 9.4.1 in accordance with IRS rules**
- D. May include per diem for trips over 50 miles, round trip – **Section 3.1: 50 miles away from work location**
- E. None of the above – **See above**

# Per diem meal reimbursement

---

- A. Does not include the cost of gratuities
- B. Is 100% of the applicable rate on the departure day if the departure is at or before 10am
- C. Is 75% of the applicable rate on the departure and return days
- D. Is optional if actual meal costs are >per diem rate
- E. Can be claimed for another UNM employee

# Per diem meal reimbursement

---

- A. Does not include the cost of gratuities - Does include the cost of gratuities(incidentals), such as tips at meals
- B. Is 100% of the applicable rate on the departure day if the departure is at or before 10am - The traveler is entitled to a per diem reimbursement of 75% for both the day of departure and the day of return, regardless of departure or arrival times.
- C. Is 75% of the applicable rate on the departure and return days - The traveler is entitled to a per diem reimbursement of 75% for both the day of departure and the day of return, regardless of departure or arrival times.
- D. Is optional if actual meal costs are >per diem rate – See Section 12.3
- E. Can be claimed for another UNM employee – See Section 12: Each such individual is entitled to request the appropriate meal per diem amount provided for under this policy



# Per diem meal reimbursement

---

- A. Can be calculated with the “Tic tac Toe” method of determining when the traveler left and returned on the travel days
- B. The travel day box must be checked if the “Tic tac Toe” method is also used
- C. The travel day box should not be checked if the “Tic tac Toe” method is used
- D. The “Tic tac Toe” method no longer applies and should not be used
- E. As long as the correct business location is selected, the “Tic tac Toe” method is allowed.

# Per diem meal reimbursement

---

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- B. The travel day box must be checked if the “Tic tac Toe” method is also used
- C. The travel day box should not be checked if the “Tic tac Toe” method is used
- D.** The “Tic tac Toe” method no longer applies and should not be used
- E. As long as the correct business location is selected, the “Tic tac Toe” method is allowed.

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

---

- A. It is the law in the location of the business event
- B. The traveler's destination is in New Mexico
- C. The traveler's destination is overseas
- D. The traveler has an overnight stay
- E. The traveler does not have an overnight stay

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

---

- A. It is the law in the location of the business event
- B. The traveler's destination is in New Mexico
- C. The traveler's destination is overseas
- D. The traveler has an overnight stay

E. The traveler does not have an overnight stay –  
Per IRS regulations per diem is a taxable wage to the recipient if “rest period” (overnight stay) is required

## A “flat” per diem rate is reimbursed to the traveler and is:

---

- A. In lieu of receipts for lodging and meals
- B. Is set at \$85 for state of New Mexico travel and \$115 for all other travel locations**
- C. Intended for each 24 hour period
- D. Travel day allowance of 75% should be used on first and last day of travel
- E. All of the above

A “flat” per diem rate is reimbursed to the traveler and is:

---

- A. In lieu of receipts for lodging and meals
- B. Is set at \$85 for state of New Mexico travel and \$115 for all other travel locations
- C. Intended for each 24 hour period
- D. Travel day allowance of 75% should be used on first and last day of travel
- E. All of the above – [Travel Policy Section 12.2](#)

## When attending a conference, which of these is false:

---

- A. Meals included at the conference reduce meal per diem reimbursement
- B. A copy of the conference agenda or advertisement should be attached to the Chrome River reimbursement report
- C. Continental breakfasts provided by the conference do not require a reduction in per diem
- D. Conference meals where there is an additional cost cannot be reimbursed; the traveler is reimbursed at per diem rates only
- E. A and C

## When attending a conference, which of these is false: [See Section 12.4](#)

---

- A. Meals included at the conference reduce meal per diem reimbursement
- B. A copy of the conference agenda or advertisement should be attached to the Chrome River reimbursement report
- C. Continental breakfasts provided by the conference do not require a reduction in per diem
- D. Conference meals where there is an additional cost cannot be reimbursed; the traveler is reimbursed at per diem rates only – **FALSE and reduces per diem**
- E. A and C



# When travel occurs using restricted funds,

---

- A. Mileage reimbursement will always be the allowable federal mileage rate
- B. The business purpose must explain how the travel benefits the award
- C. The Dean, Director or Department head must approve the report in addition to the principal investigator
- D. No day trip meal allowance will be paid when the traveler receives a provided meal, regardless of amount.
- E. B and D

# When travel occurs using restricted funds,

---

- A. Mileage reimbursement will always be the allowable federal mileage rate – UNM rate used unless there is a lower grant specific rate
- B. The business purpose must explain how the travel benefits the award
- C. The Dean, Director or Department head must approve the report in addition to the principal investigator – Section 3.2 allows delegation
- D. No day trip meal allowance will be paid when the traveler receives a provided meal, regardless of amount.

E. B and D

# Which of the following miscellaneous expenses are considered to be included in the Federal per diem rates and cannot be separately claimed?

- A. Toll road fees
- B. Dry cleaning services and maid service tips
- C. Taxi fares and tips
- D. Copy, internet and fax charges used for University business
- E. Business related airline internet charges

Which of the following miscellaneous expenses are considered to be included in the Federal per diem rates and cannot be separately claimed?

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A. Toll road fees – [Section 14](#)

B. Dry cleaning services and maid service tips

C. Taxi fares and tips - [Section 9.5 & 14](#)

D. Copy, internet and fax charges used for University business – [Section 14](#)

E. Business related airline internet charges – [Section 8.2.3](#)

# When traveling, it is acceptable to request reimbursement for another employees' expenses when

---

- A. The other employee attends a business meal paid for by the traveler which is also attended by non UNM business associates
- B. When per diem meal costs for the other employee is paid for by the traveler
- C. The other employee is a foreign individual
- D. The other employee cannot request reimbursement due to being on sabbatical
- E. The other employee paid for part of the traveler's expenses

# When traveling, it is acceptable to request reimbursement for another employees' expenses when – Section 12

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- A. The other employee attends a business meal paid for by the traveler which is also attended by non UNM business associates – Reimbursement requests for actual expenses incurred by a UNM individual when purchasing meals for other UNM individuals while traveling, who therefore qualify for per diem reimbursement, is not generally allowable
- B. When per diem meal costs for the other employee is paid for by the traveler
- C. The other employee is a foreign individual
- D. The other employee cannot request reimbursement due to being on sabbatical
- E. The other employee paid for part of the traveler's expenses

# PCard usage and travel

---

- A. Travel expenses, excluding meals, may be purchased with a PCard
- B. As an alternative to using the PCard, a traveler may use personal funds to pay for the travel expenses and request reimbursement via Chrome River after they return from travel
- C. If a PCard is used to make a travel purchase that is not in compliance with UNM Policy, the cardholder must immediately reimburse the University for the disallowed expense
- D. None of the above are correct
- E. All of the above are correct

# PCard usage and travel

---

- A. Travel expenses, excluding meals, may be purchased with a PCard – [Section 11](#)
- B. As an alternative to using the PCard, a traveler may use personal funds to pay for the travel expenses and request reimbursement via Chrome River after they return from travel – [Section 11](#)
- C. If a PCard is used to make a travel purchase that is not in compliance with UNM Policy, the cardholder must immediately reimburse the University for the disallowed expense – [PCard agreement](#)
- D. None of the above are correct
- E. All of the above are correct



# Travel reimbursement may not include the following options:

---

- A. Actual lodging expenses plus a per diem meal reimbursement
- B. Any amount requested by the traveler
- C. Flat rate per diem allowance
- D. The budgeted amount based on policy limits for the trip as determined by the department
- E. All of the above may be applicable

# Travel reimbursement may not include the following options:

---

- A. Actual lodging expenses plus a per diem meal reimbursement – [Section 12.3](#)
- B.** Any amount requested by the traveler – [Must be based on allowable cost, policy and travel regulations](#)
- C. Flat rate per diem allowance – [Section 12.2](#)
- D. The budgeted amount based on policy limits for the trip as determined by the department – [Sections 1 and 12](#)
- E. All of the above may be applicable

## Which of the following is false?

---

- A. Departments can forbid the use of Pcards for Travel Expenses
- B. Conference fees may be paid using a PCard
- C. Best Practice is to pay all allowable Travel Expenses with a Pcard
- D. Personal meals can be paid with a PCard
- E. Using a Pcard to rent a car for a UNM Student to drive (for business purposes) is not allowable

# Which of the following is false?

---

- A. Departments can forbid the use of Pcards for Travel Expenses – [know your department policy](#)
- B. Conference fees may be paid using a PCard – [Allowable Best Practice](#)
- C. Best Practice is to pay all allowable Travel Expenses with a Pcard - [Allowable](#)
- D. Personal meals can be paid with a PCard – [Section 11 Not permitted](#)
- E. Using a Pcard to rent a car for a UNM Student to drive (for business purposes) is not allowable [PCard can be used for employee rentals only](#)

# The preferred way to purchase airline tickets and conference fees is the:

---

- A. Use of the traveler's personal credit card
- B. Use of the traveler's personal frequent flyer miles or credit card points
- C. Use of a PCard
- D. Use of Cash
- E. Personal Check, with notes in the memo section

# The preferred way to purchase airline tickets and conference fees is the:

---

- A. Use of the traveler's personal credit card –  
Cannot be reimbursed until after the trip
- B. Use of the traveler's personal frequent flyer miles or credit card points – cost effective but not required
- C. Use of a PCard – Section 11 Best Practice
- D. Use of Cash - Cannot be reimbursed until after the trip
- E. Personal Check, with notes in the memo section  
Cannot be reimbursed until after the trip

# QUESTIONS?

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## LEARN Schedule:

October 18, 2017

10:00 – 11:00

Workload Analysis - Mining the Data

Fitz 303

December 1, 2017

10:00 – 11:00

Retrospective: A Year on the River

Fitz 303

