



THE UNIVERSITY *of*
NEW MEXICO

HSC Financial Services
Unrestricted Accounting

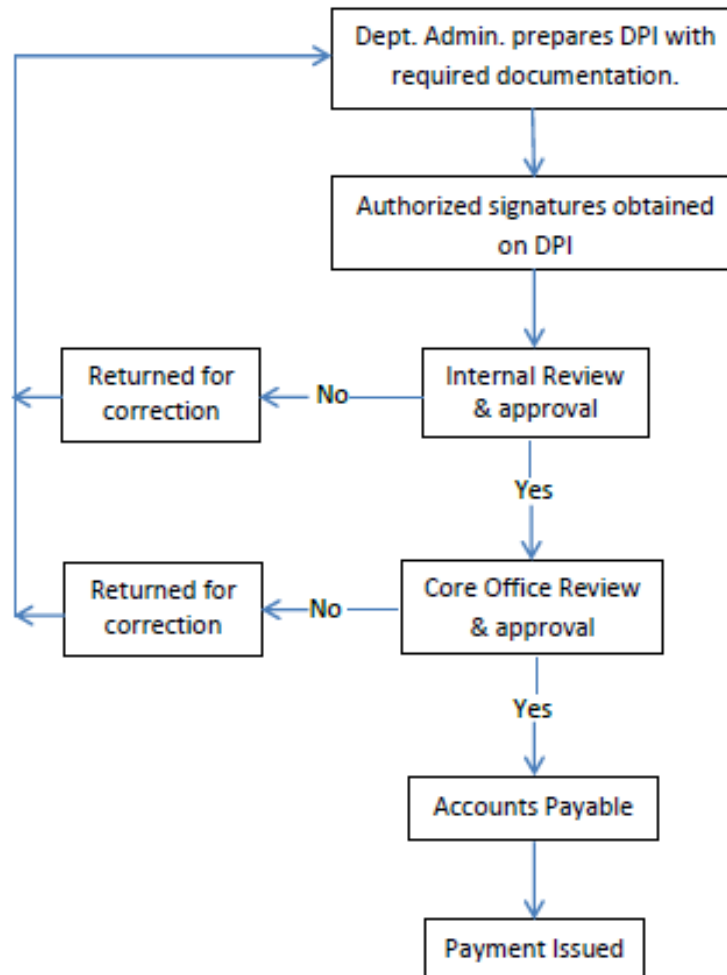
DPI Approval Process

10/11/2011

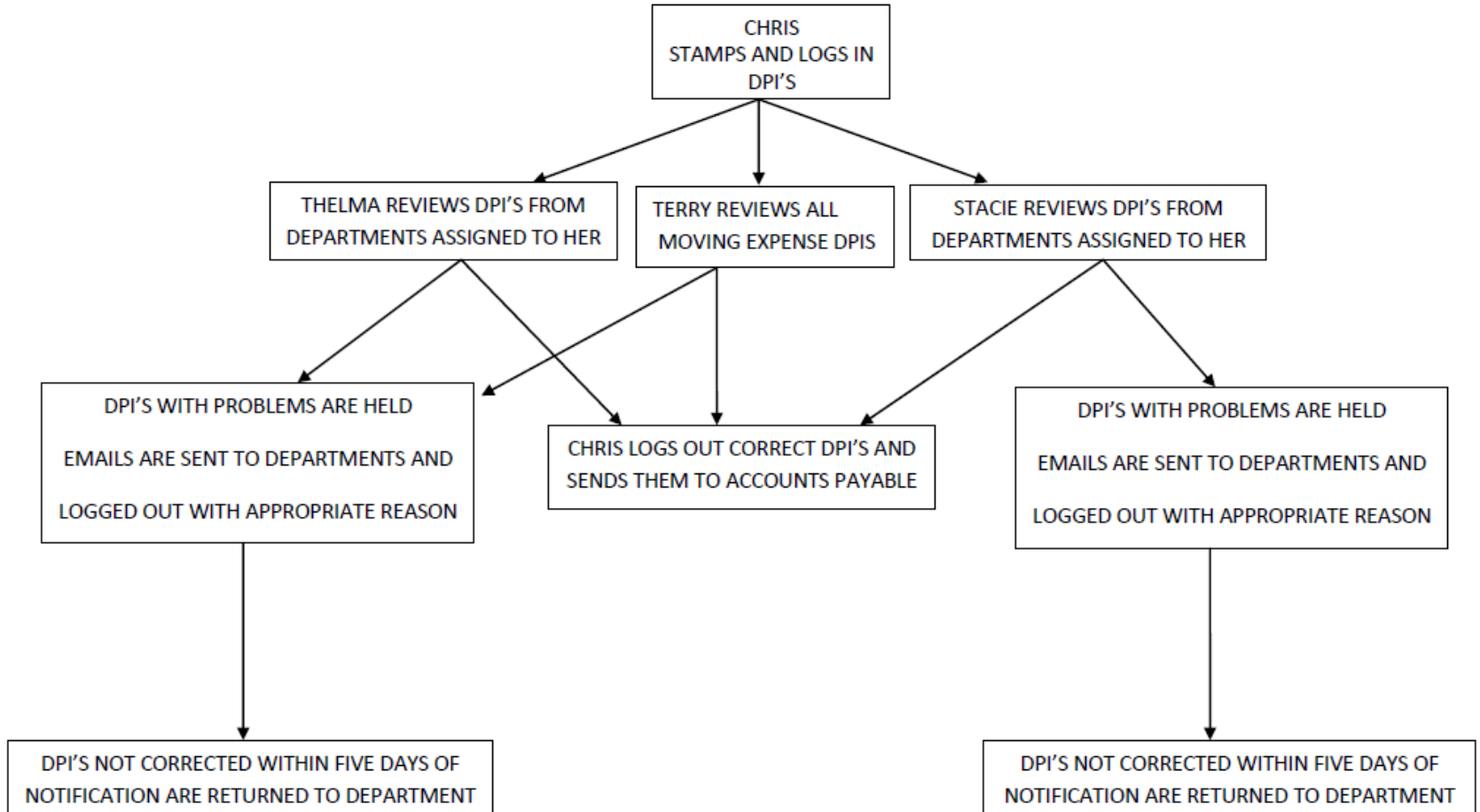
Stacie Hurley
A/R Coordinator
Laura Putz

HSC Unrestricted Accounting Manager

DPI Flow- The Big Picture:



DPI Process



- 1) The DPI is received in the HSC Financial Services Office.
- 2) The DPI is logged into the Access Database and date stamped.

Banner-Data Entry for Login of Documents Date In: 3/7/2011 3:08:09 PM

Document:

DPR 7digits; PP8digits(p-card pkts); J7digits (JEs);
SPO 6digits(for Student depts only)

Index #: ▼

DPI #:

Prog/Prog Title:

College :

Dept:

Fund:

Team:

Date In	Date Out	Destination	Issue	Initials
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Add Record **Exit to Main Menu** **View Document**

Petty Cash

Logout Document

Record: 1 of 1 No Filter Search

- 3) Once the DPI is logged into the Database, the DPI will be assigned to an approver.

Banner-Data Entry for Login of Documents x

Date In: 3/7/2011 3:08:09 PM

Document: 1

DPR 7digits; PP8digits(p-card pkts); J7digits (JEs);
SPO 6digits(for Student depts only)

Index #: 2

DPI #: 3

CRTC RESRCH ENHANCEM Sklar

Prog/Prog Title:

College :

Dept:

Fund:

Team: 4

Date In	Date Out	Destination	Issue	Initials

5
Add Record

**Exit to Main
Menu**

**View
Document**

Petty Cash

**Logout
Document**

Record:

Non-Travel DPI





Direct Pay Approval Form

DPI #: I0685017

TG

DP-EZ #: DZ0353759

Dues, Fees

UNM Employee

Special Handling: Mail document with check

You have opted to receive a 'Direct Deposit' for this payment or reimbursement.

Date: 03/04/2011

Requestor Department: SOM Pathology

Section I Accounting

Index Code	Index Description	Account Code	Account Description	Amount
[Redacted]	[Redacted]	31C0	Dues Memberships Gen	\$515.00
Total Amount to be Paid / Reimbursed:				\$515.00

Section II Payment / Reimbursement Expenses

Business Purpose: Membership dues to CAP and International Society of GYN Path for educational and teaching purposes.

01/01/2011	Out-of-pocket	International Society of GYN Pathologist - 2011 Membership dues	\$190.00
Business Purpose: Membership dues to CAP and International Society of GYN Path for educational and teaching purposes.			
02/08/2011	Out-of-pocket	CAP - 2011 Membership dues	\$325.00
Payment / Reimbursement Expenses:			\$515.00

Total Itemized Amount: \$515.00

Section III

I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that any travel associated with the above expenses has been completed for the stated UNM Business Purpose.

Payee's Name: [Redacted]

Payee's Signature
Supervisor's Signature

Supervisor's Name: [Redacted]
Supervisor's Title: Chair, Department of Pathology

Please forward a printed copy of this request, along with original backup documentation, to the following office(s).

Unrestricted Acctg - HSC
MSC08 5222

Signature

1) Check account code-

- Frequently used Non-Travel account codes:
 - Books, Periodicals—3110
 - Dues, Fees—31C0
 - License, Permits—8061
 - Participant Fees—4640
 - Conference Fees—63A0
 - Refer to Account Code Definitions: <http://www.unm.edu/~gacctng/resources/OpLegAcctDef%2003-02-10.pdf>

2) Check Business Purpose

- Detailed description and purpose

3) Check Signatures

4) Check Backup-

- No Tax on Goods
- Amount matches DPI amount
- Allowable Expense (see Policies 4000/2410 <http://www.unm.edu/~ubppm/ubppmanual/2410.htm> , <http://www.unm.edu/~ubppm/ubppmanual/4000.htm>)

From: CAP Membership <membership@cap.org>
To: <lomo@salud.unm.edu>
Date: 2/8/2011 6:47 PM
Subject: CAP Member Dues Receipt

4 To ensure you receive CAP notification e-mails, please [add the CAP to your safe senders list](#).

This message is to confirm receipt of payment made via the CAP Web Site on February 8, 2011.

Please print a copy of this email and save it for your records.

The details of the transaction are listed below:

Transaction ID: VTHE6D14ABA9

2011 Member Dues: \$325.00

Total: \$325.00

Remember you can update your contact information and account preferences via the CAP website (cap.org). Just login, go to Personalized Options and click on Update My Profile.

For questions about your account, contact the CAP at 1-800-323-4040 option 2 or simply reply to this email.

The estimated portion of the 2011 CAP dues allocable to lobbying activities and not deductible for federal income tax purposes is 60 percent. No portion of your dues is deductible as a charitable contribution. Contributions to the CAP Foundation are tax deductible to the extent permitted by law.

Personal contributions made to PathPAC are voluntary and do not affect your CAP membership. PathPAC contributions are not deductible for tax purposes. Federal law requires PathPAC to make its best effort to report the name, address, occupation, and employer for each contributor whose aggregate contributions are in excess of \$200 per calendar year. Only U.S. citizens or those holding a green card may contribute to a PAC. Individuals may contribute up to \$5,000 per calendar year to PathPAC. PathPAC accepts corporate contributions for the Political Education Fund, a non-federal account supporting CAP political and legislative programs.

CAP Membership
membership@cap.org
1-847-832-7000
1-800-323-4040 option 2 (toll free)

2/9/2011 [Redacted]

From: Int'l Society of Gynecological Pathologists <contact@isgyp.com>
To: [Redacted]
Date: 1/11/2011 9:31 AM
Subject: Order Confirmation

Thank you for your recent order. Below is your confirmation that we received your order. You can check on the status of your order by clicking the "customer service" link (<http://stores.homestead.com/ISGYP/Service.bok>) at our online store web site (<http://stores.homestead.com/ISGYP/StoreFront.bok>) and providing the confirmation number provided below. Once we have successfully processed your order, you will see the word "Shipped" under order status to indicate that the transaction has been completed. Please review the information below and notify us immediately if you have any questions.

Customer Service
Int'l Society of Gynecological Pathologists
contact@isgyp.com

4 ORDER CONFIRMATION Invoice No. 276

Bill To:
[Redacted]

Ship To:
[Redacted]

Order Date: 1/11/11
Payment By: Visa
Confirmation No: C3878947BE
Shipment Tracking:

Int'l Society of Gynecological Pathologists Items
1 2011 Society Membership - 1 year @ \$190.00 = \$190.00

Sub-Total: \$190.00
Shipping: \$0.00 (Society Membership - No Shipping)

Sales Tax: \$0.00

Int'l Society of Gynecological Pathologists Total \$190.00

The right account

Conference Registration- 63A0

- 1) Conference registration backup should be included with the DPI.
- 2) If reimbursing employee for registration, We **cannot** approve the DPI for registration until after the conference has been attended.
 - If DPI is disapproved:
 - An e-mail will be sent to Requestor
 - DPI will be Disapproved in the queue
 - DPI will be logged out of the DPI Database
 - DPI will be returned to Department
- 3) If paying for registration directly to conference, ok to process DPI. Include extra copy of registration to mail with check.



The right account

Participant Fee- 4640

- 1) Protocol # should be included, if applicable.
- 2) Records maintained in department.



The right account

Computers & Servers- 3189

- 1) The device must meet HIPAA requirements.
- 2) Contact IT to ensure that requirements are met.
- 3) The individual needs to know that this device is property of UNM, and when and if employment is terminated this will be turned in as it is property of UNM.



The right account

Non Capital Equipment- 3180

1. The device must meet HIPAA requirements.
2. Contact IT to ensure that requirements are met.
3. If the device was purchased for a Resident with book fund money, it will belong to the Resident and NOT be tagged as UNM property.



Goods





Direct Pay Approval Form

DPI #: I0693020
DP-EZ #: DZ0360129

SH

Goods
UNM Employee ✓

You have opted to receive a "Direct Deposit" for this payment or reimbursement.

Payee: [Redacted]
Banner ID: [Redacted]

Date: 03/15/2011

Requestor Department: Surgery Cardio

Section I Accounting

Index Code	Index Description	Account Code	Account Description	Amount
[Redacted]	[Redacted]	31B0	Food F&A Excludable Gen	\$30.81
[Redacted]	[Redacted]	31A0	Business Food - Local	\$270.93
Total Amount to be Paid / Reimbursed:				\$301.74

Section II. Payment / Reimbursement Expenses

Business Purpose: Host dinner for Visiting Professor, Dr. Sai Yendamuri, 03/10/11

Additional Information: Professional development

03/10/2011	Out-of-pocket	Reimbursement for dinner for CT Surgery Visiting Professor	\$301.74
Payment / Reimbursement Expenses:			\$301.74
Total Itemized Amount:			\$301.74

Section III
I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that any travel associated with the above expenses has been completed for the stated UNM Business Purpose.

Payee's Name: [Redacted]

3

Payee's Signature
Supervisor's Signature
John C. Russell, Chairman
Department of Surgery

Supervisor's Name: John Russell, MD
Supervisor's Title: Chair, Dept of Surgery

[Redacted]

Please forward a printed copy of this request, along with original backup documentation, to the following office(s).

Unrestricted Acctg - HSC
MSC09 5222

Signature

SH

Reviewed by Acctg [Signature] Date 3/15/11
 Reviewed by Acctg [Signature] Date 3/15/11
 Reviewed by WJG [Signature] Date 3/15/11

1) Check account code-

- Frequently used Goods account codes:
 - Business Food-Local—31A0
 - Recruitment—31M0
 - Staff Recruitment—31M1
 - Business Food-Travel—3860
 - Food IDC Excludable (Alcohol)—31B0
- Refer to Account Code Definitions: <http://www.unm.edu/~gacctng/resource/s/OpLegAcctDef%2003-02-10.pdf>

2) Check Business Purpose

- Detailed description and purpose

3) Check Signatures

4) Check Backup-

- List of Attendees- If under 20 participants
- Itemized Receipts
- Itinerary
- Allowable Expense (see Policies 4000/2410 <http://www.unm.edu/~ubppm/ubppmanual/2410.htm> , <http://www.unm.edu/~ubppm/ubppmanual/4000.htm>)

Memo

DEPARTMENT OF SURGERY

Date: March 15, 2011
 To: HSC Financial Services, Health Sciences & Services Building, Room 102.
 Re: [REDACTED]

4

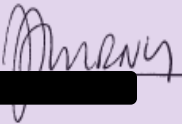
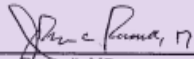
[REDACTED] hosted a dinner for Visiting Professor of Surgery, Sai Yendamuri, M.D., on Thursday evening, March 10, 2011, at the Artichoke Café. Dinner attendees were:

Dr. Sai Yendamuri Dr. Tim Nelson
 Dr. Jorge Wernly Dr. C. Etta Tabé
 Dr. Charles Dietl

Food Costs: \$211.00
 Tax @7% 14.78
 Tip @20% 45.15
 Total: \$270.93

Wine Purchase: \$24.00
 Tax @7% 1.68
 Tip @20% 5.13
 Total: \$30.81

Total Reimbursement: \$301.74

Signature of:  Date: 3/30/11
 Recipient: [REDACTED]
 Supervisor of:  Date: 4-5-11
 Receptient: John Russell, MD

ARTICHOKE CAFE

055 TABLE # 40 #Party 6
 03:58 H SvrCk: 3 18:57 03/10/11

- W PELLEGRINO 1 LITER 25.00
- ssian Hill PN 24.00
- ITTERLEAF LETTUCE 8.00
- UP DU JOUR 5.00
- ESE PLATE 12.00
- ICKEN SKEWERS 9.00
- MAINE SALAD 8.00
- VIOLI 19.00
- SH 28.00
- MB 30.00
- ICKEN 23.00
- LMON 27.00
- FT DRINK 2.00
- uble Espresso 8.00
- TUIT CRISP 7.00

Sub Total: 235.00

Tax: 16.45

Sub Total: 251.45

20% GRATUIT 50.29

0 20:24 TOTAL: 301.74

EATING HEALTHY HAS NEVER
 BEEN SO AFFORDABLE
 SHOW THIS RECEIPT ON
 YOUR NEXT VISIT AND RECEIVE
 10 % OFF YOUR FOOD BILL

ALWAYS IN GOOD HEALTH,
 TERRY & PAT KEENE

055
 rver: DENISE H Rec:
 /10/11 20:38, Swiped T: 40 Term:

ARTICHOKE CAFE
) -
 MERCHANT #:

CARD TYPE ACCOUNT NUMBER
 MASTER CARD XXXXXXXXXXXX3878
 Name: J [REDACTED]
 TRANSACTION APPROVED
 AUTHORIZATION #: 37520P
 Reference: 031001000055
 TRANS TYPE: Credit Card SALE

CHECK: 251.
 TIP: 50.29
 TOTAL: 301.29



Duplicate Copy

CARDHOLDER WILL PAY CARD ISSUER ABOVE
 AMOUNT PURSUANT TO CARDHOLDER AGREEMENT

**Itinerary for
Dr. Sai Yendamuri
Visiting Professor at UNM CC
Albuquerque, NM**

Thursday, March 10, 2011:

Flight Information: Continental Airlines
Flight# UA589: Departs BUF at 7:25am
Change Planes in Chicago
Arrive in ABQ 03/10/2011 at 12:55 pm

Hotel Information: Embassy Suites Albuquerque
Hotel Phone Number: 505-245-7100
Address: 1000 Woodward Place NE
Albuquerque, NM 87102

Cab to Hotel from Airport

Thursday, March 10, 2011:

Tonya will pick Dr. Yendamuri up from the hotel.

2:00 p.m. – 2:30 p.m.	Dr. Etta C. Tabe UNMH- Main Hospital Department of Surgery Division of Cardiothoracic Surgery 2ACC
2:30 pm – 3:00 p.m.	Break
3:00 p.m. – 3:45 p.m.	Dr. Jorge Wernly Professor, Chief of Cardiothoracic UNMH- Main Hospital Department of Surgery Division of Cardiothoracic Surgery 2ACC
3:45 p.m. – 4:30 p.m.	Break
4:30 p.m. – 5:00 p.m.	Dr. Richard Lauer Professor Hematology-Oncology Executive Medical Director UNM Cancer Center, 3 rd Floor
5:15 p.m. -5:45 p.m.	Dr. Cheryl Willman The Maurice & Marguerite Liberman Distinguished Chair in Cancer Research Professor of Pathology and Medicine Director & CEO, University of New Mexico Cancer Center 4 th Floor, Room 4630

6:30 p.m.

Dinner with Drs. Jorge Wernly, Charles Dietl, Etta C. Tabe, Tim Nelson, Thomas Howdieshell
Artichoke Cafe

Friday, March 11, 2011:

06:45 a.m. – 08:30 a.m.	Resident Lecture <i>Thoracoscopic Lung Resection</i> UNMH Main Hospital Department of Surgery Conference Room
08:45 a.m. -09:30 a.m.	Multi-disciplinary Lung and Aerodigestive Cancer Group Julie Bauman, MD Richard Crowell, MD Steve Belinsky, PhD Leng Shuguang, PhD Barbara Kraft, RN Thomas Schroeder, MD Sagus Sampath, MD UNM CC – 1 st Floor Conference Room 1604
9:45 a.m.-10:15 a.m.	Epi Faculty with Marianne Berwick, Ph.D., M.P.H. RIB
10:30 a.m. – 11:45 a.m.	Break
11:45 a.m. – 1:00 p.m.	Giving a lecture at the UNM Cancer Center <i>MicroRNA Biomarkers for Lung Cancer-Promises and Pitfalls</i> 1 st Floor Auditorium Lunch provided
1:00 p.m. – 3:00 p.m.	Roundtable Discussion with Multi-disciplinary Lung and Aerodigestive Cancer Group UNM CC 1 st Floor Auditorium

Saturday, March 12, 2011:

Arrive at Sunport for flight home
Flight Information: - Continental Airlines
Flight #UA782: Depart ABQ 03/12/2011 at 8:33 a.m.
Change Planes in Washington DC
Arrive in BUF 03/12/2011 at 5:56 pm

Travel DPI

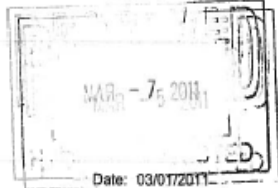




Direct Pay Approval Form

DPI #: I0689603
DP-EZ #: DZ0357168

TG



Travel

UNM Employee

You have opted to receive a 'Direct Deposit' for this payment or reimbursement.

Payee: [Redacted]

Banner ID: [Redacted]

Requestor Department: Radiologic Sciences

Date: 03/07/2011

Section I Accounting

Index Code	Index Description	Account Code	Account Description	Amount
[Redacted]	[Redacted]	3820	Out Of State Travel Gen	\$181.05
Total Amount to be Paid / Reimbursed:				\$181.05

ok

Section II. Travel Details

Destination	Departure Date / Time	Return Date / Time
las vegas, nv	02/03/11 02:30 PM	02/05/11 10:00 PM

Business Purpose: to attend the 15th annual mammography update for physicists.
Additional Information:

3 D
4 BLD
5 1

Section III. Meal Per Diem (less provided meals)

Destination	Per Diem	Breakfast #	Breakfast Rate	Breakfast Total	Lunch #	Lunch Rate	Lunch Total	Dinner #	Dinner Rate	Dinner Total	Meals @ Destination
las vegas, nv	\$71.00	2	\$14.20	\$28.40	2	\$17.75	\$35.50	3	\$39.05	\$117.15	\$181.05
Meals Total:											\$181.05

Section IV. Prepaid

06-JAN-2011	Prepaid Pcard Airfare	\$1068030	\$197.90	-	\$197.90
07-JAN-2011	Prepaid Pcard Airfare	\$1069605	\$192.52	-	\$192.52
06-JAN-2011	Prepaid Pcard Other	conference fee	\$650.00	-	\$650.00
Prepaid Total:			\$0.00		
Total Itemized Amount:			\$181.05		

Section V

I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that any travel associated with the above expenses has been completed for the stated UNM Business Purpose.



Direct Pay Approval Form

DPI #: I0689603
DP-EZ #: DZ0357168

Payee's Name: [Redacted]

[Redacted]
Printed Name

[Redacted]


3
Payee's Signature
Dean, Director or Department Head's; Supervisor's; or PI's signature (as applicable per Policy 4030.3)

Please forward a printed copy of this request, along with original backup documentation, to the following office(s).

Unrestricted Acctg - HSC
MSC09 5222

Signature

From: "Southwest Airlines" <SouthwestAirlines@luy.southwest.com>
 To: [REDACTED]
 Date: 1/6/2011 12:02 PM
 Subject: Air Confirmation CHAMBERS/GREGORY - XZZBH6



SOUTHWEST.COM

Confirmation Date: January 6, 2011 Confirmation Number: XZZBH6

Passenger Information

Passenger(s)	Account Number	Ticket #	Expiration ¹
5	- None Entered -	5262146764598	Jan 6, 2012

¹ All travel involving funds from this Confirmation Number must be completed by the expiration date.

Itinerary

Depart: ALBUQUERQUE NM TO LAS VEGAS NV (Travel Time: 1 hrs 40 mins)

Date	Flight	Flight Information
Thu Feb 3	381	Depart ALBUQUERQUE NM (ABQ) at 3:55 PM Arrive in LAS VEGAS NV (LAS) at 4:35 PM

Return: LAS VEGAS NV TO ALBUQUERQUE NM (Travel Time: 1 hrs 20 mins)

Date	Flight	Flight Information
Sat Feb 5	2227	Depart LAS VEGAS NV (LAS) at 6:40 PM Arrive in ALBUQUERQUE NM (ABQ) at 9:00 PM

Cost and Payment Summary

Base Fare	\$165.59
+Excise Taxes	\$12.41
Advertised Fare	\$178.00
+ Segment Fee	\$7.40
+ Passenger Facility Charge	\$7.50
+ Security Fee ²	\$5.00
Total Payment	\$197.90
Current Payment(s):	
Jan 6, 2011	Visa XXXXXXXXXXXX9068 \$197.90

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at
Morgan Stanley
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Purchase EarlyBird

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Confirmation Email

² Security Fee is the government-imposed September 11th Security Fee.

Fare Rule(s)

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Effective January 28, 2011, unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any change to this itinerary may result in a fare increase.

Fare Calculation:

ABQ WN LAS101.40MLA7HNR WN ABQ64.19NYAUHNR 165.59 END ZPABQLAS
 XFABQ3LAS4.5 AYS.00\$ABQ2.50 LAS2.50

Important Checkin Requirement

Passengers who do not obtain a boarding pass and are not present and available for boarding in the departure gate area at least ten minutes prior to scheduled departure time may have their reserved space cancelled and will not be eligible for denied boarding compensation.

Southwest Airlines Co. Notice of Incorporated Terms

Air transportation by Southwest Airlines is subject to Southwest Airlines' Passenger Contract of Carriage, the terms of which are incorporated by reference.

Notice of Incorporated Terms

Additional Information for Travelers

Online Checkin | Free Baggage Allowance | Checkin Procedures | Inflight Service
 Travel Tools | Refund Information | Privacy Policy | Southwest Airlines Destinations

We can notify you of flight departure or arrival status via text messages on your cell phone, pager, personal digital assistant (PDA), or e-mail account. Or, use our automated phone service by calling 1-888-SWA-TRIP.

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What To Do



Travel Guide

Weekly E-mail



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Sign Up Now

Get Rewarded



Learn More

Travel Tips
 Boarding School
 Change Flight
 Cancel Flight

15th Annual Mammography Update for PHYSICISTS

A two day seminar
Las Vegas, NV **6**
February 4-5, 2011

MTMI

20900 Swenson Dr, Suite 650
Waukesha, WI 53186

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MILWAUKEE, WI
PERMIT NO. 4185

15th Annual Mammography Update for PHYSICISTS

Faculty:

Penny Butler, MS

Jay Parikh, MD, FRCP(c), CPE, FSBI, FACPE

J. Ed Barnes, PhD

Charles Wilson, PhD

Donald Jacobson, PhD

MTMI

Medical Technology
Management Institute

Making Technology Work for You!

Day One * * * * *

- 7:00 am** Registration and Coffee **6**
- 8:00 am** Update on MQSA and Mammography Accreditation.....Butler
- 9:00 am** Breast Cancer: It's Diagnosis and TreatmentParikh
- 10:00 am** Informal Discussion and Break
- 10:15 am** A Review of Mammography Physics and Instrumentation.....Wilson
- 11:00 am** Tips and Tricks of Mammography Unit SurveyingJacobson

12:00 pm Lunch (on your own)

- 1:00 pm** Artifacts in Mammography ImagesWilson
- 1:45 pm** Stereotactic Breast Biopsy: Clinical ConsiderationsParikh
- 2:45 pm** Informal Discussion and Break
- 3:00 pm** Surveying/QC of Stereotactic Breast Biopsy Units Jacobson
- 4:30 pm** Clinical Digital MammographyParikh
- 5:30 pm** Adjourn for the Day

Day Two * * * * *

- 7:30 am** ACR Breast Imaging Accreditation Programs: Stereotactic Breast Biopsy, Breast Ultrasound and Breast MRI Butler
- 8:30 am** Update on Digital Mammography Technology Barnes
- 10:00 am** Informal Discussion and Break
- 10:15 am** ACR FFDM QC Manual and Phantom.....Butler
- 11:00 am** QC Testing Procedures: FDA Approved FFDM Units Wilson

12:00 pm Lunch (on your own)

- 1:00 pm** QC Testing Procedures: FDA Approved FFDM UnitsJacobson
- 2:15 pm** 2012 and the CMS Requirements Butler
- 2:45 pm** Informal Discussion and Break
- 3:00 pm** QC of Laser Printers and Displays Wilson
- 3:45 pm** Dose and Image Quality in Digital Mammography Jacobson
- 4:15 pm** Questions, Discussions and Evaluations Faculty
- 4:30 pm** Adjourn

ABOUT THE SEMINAR

Mammography continues to be the most effective line of defense against breast cancer. Survival is significantly enhanced by the early detection and treatment of malignant breast lesions. The Mammography Quality Standards Act (MQSA) was enacted to insure high quality mammography by all facilities offering this service. Medical physicists play an important role in assisting facilities to comply with these regulations. We are pleased to have Penny Butler, Senior Director of Breast Imaging Accreditation at the ACR, serve on our faculty this year. She will have the latest updates on ACR accreditation and give us the status of efforts to develop coordinated testing procedures for all FFDM manufacturer's equipment. Also this year's program includes a presentation on dose and image quality trade-offs in digital mammography. And we will review current testing procedures and requirements and update you with the latest state-of-the-art technology in the field. Attendance at this seminar will meet the MQSA continuing education requirements for medical physicists in film-screen and digital mammography. Three hours on stereotactic breast biopsy are also included.

SEMINAR FORMAT

Each session/presentation in the seminar will be given in lecture format using audio-visual materials. A printed syllabus and CD-ROM with supporting material for each presentation will be provided to all attendees. The exchange of practical experience between faculty members and attendees is encouraged. Attendees are invited to bring to the seminar issues and problems they have encountered in mammography unit testing as well as any tips and tricks they have developed to enhance the testing process.





Location & Accommodations

Las Vegas, NV - February 4 - 5, 2011
 Monte Carlo Resort & Casino
 3770 Las Vegas Blvd. South
 Las Vegas, NV 89109
 800-311-8999
 www.montecarlo.com

MTMI Guest Room Rates:
 Thursday, 2/3/11 - \$50;
 Friday, 2/4/11 - \$95;
 Saturday, 2/5/11 - \$129

Note: There will be a \$12.95 resort fee
 Make hotel reservations by 1/13/11
 Identify yourself as an MTMI attendee
 and use Group Code XMTMI11
 Free Parking

Membership

Membership in the Medical Technology Management Institute includes:

- discounts on MTMI services • member newsletter
 - web access to replace certificates • yearly transcripts
 - special benefits throughout the year exclusive to members
- Joining MTMI with this registration qualifies you for the member discount. Indicate your interest in membership on the registration form or call MTMI. Annual membership dues for physicians is \$65. Professional Physics Group Memberships are also available. Contact MTMI for details.

Discount effective immediately.

Registration

To register for this seminar:

- go to www.mtmi.net or
- complete the registration form below and
- mail it with your tuition to MTMI, or
- call (800) 765-6864 using MasterCard or Visa, or
- fax the form to (262) 717-9171 w/credit card info

Refunds, minus a \$50 administration fee, will be granted for cancellations received prior to 10 days before the course. Cancellations received within 10 days of the course will receive a credit toward a future MTMI program, minus the \$50 processing fee. No refunds will be made after the course.

MTMI reserves the right to cancel any scheduled program because of low advance registration or other reasons. MTMI's liability is limited to a refund of any program tuition paid.

Pamala Garcia-Ramirez - Monte Carlo Confirmation

From: Monte Carlo Room Reservations <groupres@montecarlo.com>
 To: [REDACTED]
 Date: 1/7/2011 8:28 AM
 Subject: Monte Carlo Confirmation

Dear [REDACTED]

We look forward to hosting you on your upcoming visit. Monte Carlo offers AAA Four Diamond accommodations in the heart of the Strip and the best in entertainment, dining and shopping. To learn more before your stay please visit us at www.montecarlo.com

Reservation Information

Confirmation Number	B6RJK 4
Arrival Date	Thursday, February 03, 2011
Departure Date	Saturday, February 05, 2011
Check-in Time	03:00 PM
Check-out Time	11:00 AM

WE ARE PLEASED TO CONFIRM YOUR RESERVATION. A VISA CARD PAYMENT IN THE AMOUNT OF \$0.00 HAS BEEN POSTED TO YOUR CC. A DAILY RESORT FEE OF US\$16.80 (INCLUSIVE OF APPLICABLE LODGING TAX) WILL BE ADDED TO THE GUESTROOM ACCOUNT. IF YOU HAVE ANY QUESTIONS OR NEED TO CANCEL YOUR RESERVATION PLEASE CONTACT THE HOTEL 48 HOURS PRIOR TO YOUR ARRIVAL. ROOM TAX IS SUBJECT TO CHANGE.

Hotel Information

Monte Carlo Resort & Casino
 3770 Las Vegas Blvd South
 Las Vegas NV, 89109
 7027307777
 8003118999

Registration Form *15th Annual Mammography Update* in Las Vegas, NV- 2/4-2/5 **6**

Please Print Clearly. This is how your name will appear on your certificate.

Name: [REDACTED] *titolo program brecker nuclear medicine*
 Home: [REDACTED]
 State: NM Zip code: 87131-0001 *e-mail: *G.Chambers@salud.unm.edu*
* registration confirmation will be sent to this e-mail address - PRINT CLEARLY

Day phone (957) *272-5274* Eve. phone (957) *272-5254* FAX (957) *272-8979*

I work in the following: Mammography, CT, MRI, Ultrasound, Nuc Med, Rad Therapy, XR.

Call 800 765 6864
 2 weeks before the seminar if you have special needs.



- \$650 Please enclose payment to MTMI.
 \$625 MTMI member discount price. *A.A.P.M.*
 \$65 Yes, I want to be an MTMI member!

(discount effective immediately.)

Yes, I am interested in Professional Physics Group Membership info.

Credit Card Number *N/A* Master Card Visa

Expiration Date: *N/A* Signature: [REDACTED]

Return to: MTMI ♦ 20900 Swenson Dr., Suite 650 ♦ Waukesha, WI 53186

800-765-MTMI(6864) or 262-717-9797 or fax 262-717-9171 or e-mail custservice@mtmi.net

Your satisfaction with MTMI programs is guaranteed. a guarantee we are confident you won't need to use.

Original
with please
delete about

A booked
change to
Dr. Hunt
Acct # 499145

Reservations
800.311.8999
montecarlo.com

Monte Carlo

Guest Information
702.730.7777

3770 Las Vegas Boulevard South • Las Vegas, Nevada 89109

Name [REDACTED] RS
Address MSC095260
ALBUQUERQUE NM 87130

4 Rate
Room 20328
Arrive 2/03/11
Depart 2/05/11
Persons 1

I agree to vacate the room by 11:00 a.m.
on the above mentioned date. Initial: _____

DATE	REFERENCE	DESCRIPTION	\$ CHARGES	CREDITS	\$ BALANCE
02/03/11	405769001261	RESORT FEE	16.80		16.80
		\$15.00 + TAX			
02/03/11	405769001262	RESORT FEE		2.29	14.51
		ADJUST RESORT FEE TO \$12.			
02/03/11	405769003777	ROOM CHARGE 20328	50.00		70.51
		TAX	6.00		122.01-
02/03/11	405763954694	APPLIED DEPOSIT *****9068		192.52	105.21-
02/04/11	405779001669	RESORT FEE	16.80		107.50-
		\$15.00 + TAX			
02/04/11	405779001670	RESORT FEE		2.29	107.50-
		ADJUST RESORT FEE TO \$12.			
02/04/11	405779004347	ROOM CHARGE 20328	96.00		11.52
		TAX	11.52		.02
02/05/11	405784261341	DIRECT BILL		.02	

SUMMARY OF CHARGES

ROOMS 146.00
MISC 25.90
TAX2 20.64

192.54
00

For your convenience, a resort fee is added each night to your room account and includes the following hotel services: In-room wired Internet, fitness center access, daily newspapers, complimentary copying and faxing, boarding pass printing, and free local and toll-free calls. Initial: _____

You agree that regardless of billing or master account arrangements, you are liable for any and all charges posted to your room(s). You are further liable for all damages to the room(s) caused by you or your guests/invitees during your stay and your signature on this card authorizes all persons in your room(s) to charge to your account. You authorize us to place a hold against your credit or debit card to guarantee charges and in the event that you do not settle your account at your departure time or if room charges, incurred by you or your guests/invitees, or damages to your room(s) are reported to your account subsequent to your departure, you hereby authorize us to charge your credit card or debit card or apply funds you have on deposit with us against what you owe. The extent of any compensations received is based upon qualified casino play that is reviewed during and after your stay. Please notify a Guest Services Representative immediately if there are any errors to your name, rate or length of stay. Proof of safety deposit boxes are provided for guests to deposit their valuables. We have no liability for guest valuables not deposited. By providing your e-mail address, you request and consent to receiving informational and promotional e-mail from MGM MIRAGE™ and its related and/or affiliated resort properties. To view the MGM MIRAGE™ Privacy Policy, please visit the Players Club Desk or mgmmirage.com. Pets are prohibited. Debit cards accepted only upon checkout. MTC-ATLAS (2/20/10)

Signature: _____ Additional Signature: _____
Print Name: _____ Additional Print Name: _____
E-mail: _____ Additional E-mail: _____

192.27

100541150
320357168

Report: 8:30 pm
Return: 10 pm

add to pay

7 Per Diem Calculation Grid

Day	Date	201- Breakfast	251- Lunch	257- Dinner
1	2/3			X
2	2/4	✓	X	✓
3	2/5	✓	X	✓
4				
5				
6				
7				
Totals		2	2	2

List each individual travel date in the "Date" column.

In the Breakfast, Lunch and Dinner columns, enter a "1" (number one) for each meal that is allowed, and a "0" (number zero) for each meal not allowed.

Add up the "1" (number ones) in the "Totals" row.

114.20 x 2 = 228.40
117.75 x 2 = 235.50
139.05 x 3 = 417.15

284.40 + 417.15 = 701.55

Print Form


FY 2011 Per Diem Rates for Nevada
 (October 2010 - September 2011)

Click on a county to follow to hotels located within a county for which rates are listed.
 To determine what county a city is located in, visit the National Association of Counties (NACo) website (a link is provided).

You searched for: Nevada															
Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc., Exp.**	
		2010			2011										
Standard Rate	Applies for all locations without specified rates	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
		77	77	77	77	77	77	77	77	77	77	77	77	77	46
Incline Village / Reno / Sparks	Washoe County	98	98	98	98	108	98	98	98	98	98	123	123	98	51
Las Vegas	Clark County	93	93	93	93	93	93	93	93	93	93	93	93	93	71
Blaine, Carson City	Douglas County, Carson City	93	93	93	93	93	93	93	93	93	93	93	93	93	51

*NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodation.
 ** Meals and incidentals (M&IE), and Destination or Other Expenses for in-state travel (OETD) are listed on the first page of each

1) Check account code-

- 3820-Out of State Travel
- 3800-In State Travel
- 3840-Foreign Travel

2) Check Business Purpose-

- Detailed description and purpose

3) Check Signatures

4) Hotel Receipt-

- Can be for the day before the conference and the day after.
- Original Receipt?
- Zero Balance on Receipt?

5) Airline Itinerary-

- Check Departure Date and Time- 1 ½ hrs. before domestic flight, or 2 hrs. before for foreign travel
- Check Return Date and Time- 1 hour after for meal per diem
- Early Bird Fee- UNALLOWABLE
- Original Receipt with a Zero Balance
- If paid with P-Card, Expense listed under “Pre-Paid Expense” referencing S Doc #
- If an Out of Pocket Expense, should be listed under Section V.

EXPENSES – REQUIRED INFORMATION

6) Conference Information-

- Agenda- Check start and end dates
 - Travel dates are one day prior to conference and one day after
 - Question any additional days
 - Provides accommodation information such hotel rates, if shuttle is provided, etc.

7) Meal Per Diem

- Is the correct per diem rate being used
- Deduct any meals provided, from daily meal per diem
- Deduct meals if meals are paid on conference registration
- Are meals taken within the departure and return time

8) Car Rental

- Original Receipts
- Allowable Expenses-
 - No GPS
 - No Additional Insurances
 - Justified Rental

9) Other Misc. Expenses

- Original Receipts Included

OTHER TRAVEL CONSIDERATIONS

- 1) In State Travel—Same day travel—meals are taxed to the employee, taxed amount written at the top of the DPI.
- 2) Mileage reimbursement—mileage chart is used on UNM Travel Website, if location is not on the chart an odometer meter begin and end should be used. http://www.unm.edu/~ubppm/ubppmanual/4030ex_a.htm
- 3) Mileage reimbursed—\$.50 per mile
- 4) Personal vehicle instead of airfare—a price comparison needs to be done prior to travel. The same travel dates should be used. The lesser of the 2 will be the reimbursement
- 5) Business Meals during travel—account code 3860 should be used, amount should be split to correct account code. Names of participants, how the meeting is beneficial to UNM. Should also be deducted from the meal per diem, for each UNM traveler
- 6) Misc Expenses-
 - Housekeeping Service / Tips
 - unallowable, included in the per diem rate.
 - Internet-
 - Allowable, business related, excluded from hotel charges
- 7) If traveling with family- only reimburse the expenses associated with the UNM employee. Amounts need to be separated from family expenses.
- 8) If travel taken with personal days, only those days determined travel days are reimbursable
- 9) Foreign travel- all currency conversions need to be included and reimbursed at US Currency.
- 10) Foreign Nationals- DPI needs to go through Taxation Dept. first due to tax implications.

PER DIEM RATES

October 5, 2011

Albuquerque Journal Regents To Vote On Per Diem

By James Monteleone / Journal Staff Writer

Faculty at the University of New Mexico asked regents Tuesday to put a stop to proposed per diem changes.

Instead, the regents Finance and Facilities committee recommended the full board take a final vote on possible travel policy changes next week. Changes have been under consideration since June, after state officials criticized UNM's policy of paying per diem meal reimbursements at the federal rate. In cases like a trip to Santa Fe, the federal rate can be more than double the \$30 allowed by the state.

Perdiem Rates Overview

Rates are set by fiscal year, effective October 1. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or zip code), or by clicking on the map. Find previous rates by selecting the past year in the pulldown and clicking on the map.

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city and state.
 Albuquerque
 New Mexico

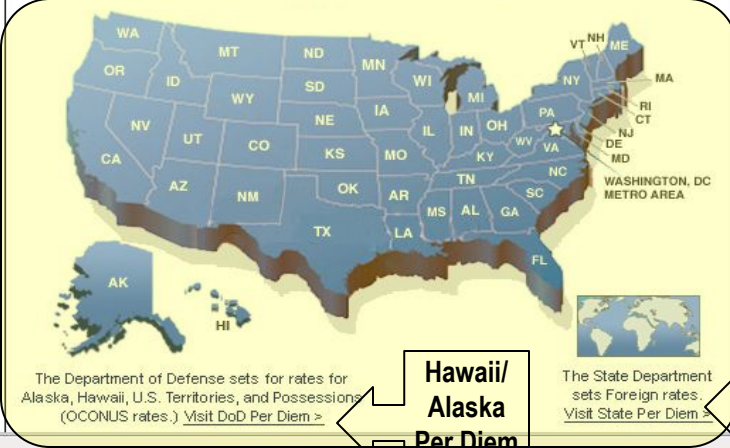
OR

Enter your ZIP Code

FIND PER DIEM RATES

SEARCH BY STATE

Find Rates for: Fiscal Year 2011 (Current Year)



- ADDITIONAL PER DIEM TOPICS**
- Meals & Incidental Expenses Breakdown (M&IE)
 - FAQs
 - State Tax Exemption Forms
 - Factors Influencing Lodging Rates
 - FY 2011 Per Diem Highlights
 - Fire Safe Hotels
 - Have a Per diem Question?
 - Downloadable Per Diem Files

Select correct fiscal year. Changes in October

Hawaii/ Alaska Per Diem Rate

Foreign Per Diem Rate



FY 2011 Per Diem Rates for Albuquerque, New Mexico

(October 2010 - September 2011)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city and state.

Albuquerque

Enter your ZIP Code

OR

FIND PER DIEM RATES

New Mexico

[Per Diem Map >](#)

ADDITIONAL PER DIEM TOPICS

- Meals & Incidental Expenses Breakdown (M&IE)
- FAQs
- State Tax Exemption Forms
- Factors Influencing Lodging Rates
- FY 2011 Per Diem Highlights
- Fire Safe Hotels
- Have a Per diem Question?
- Downloadable Per Diem Files

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](#) (a non-federal website).

The following rates apply for Albuquerque, New Mexico

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**
		2010			2011									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Albuquerque	Bernalillo County	81	81	81	81	81	81	81	81	81	81	81	81	56

* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations.

** Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

CONTACTS

- Additional Contacts for
- Travel Management Policy

NEED MORE INFORMATION?

- Rates for Alaska, Hawaii, U.S. Territories and Possessions (set by DoD)
- Rates in Foreign Countries (Set by State Dept.)

RELATED TOPICS

- Travel Resources
- E-Gov Travel
- FedRooms
- POV Mileage Reimbursement Rates



DEFENSE TRAVEL MANAGEMENT OFFICE

THE DOD CENTER FOR TRAVEL EXCELLENCE



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DTS is available. EWTS is available. [Login to DTS](#)



ALLOWANCES

- Basic Allowance for Housing (BAH) ▾
- CONUS COLA ▾
- Currency
- Other Rates and Allowances ▾
- Overseas Cost of Living Allowances (COLA) ▾
- Overseas Housing Allowance (OHA) ▾
- Per Diem Rates ▾
- Station Allowance Changes

[Programs & Services](#) > [Allowances](#) > [Per Diem Rates](#) > Per Diem Rates Query

Per Diem Rates Query

CONTIGUOUS UNITED STATES	OUTSIDE CONUS, Non-Foreign Overseas and Foreign
<p>Updated: 03/29/2011 View summary of changes</p> <p>STATE: <input type="text" value="STANDARD CONUS RATE"/> FISCAL YEAR: <input type="text" value="2011"/></p> <p><input type="checkbox"/> INCLUDE ALL CITIES AND TOWNS</p> <p><input checked="" type="checkbox"/> INCLUDE MILITARY INSTALLATIONS</p> <p><input type="button" value="CALCULATE"/></p> <p>For unlisted locations, use the CENSUS County Look-up site.</p>	<p>Updated: 03/30/2011 View summary of changes</p> <p>COUNTRY/STATE: <i>(incl. Alaska & Hawaii)</i> <input type="text" value="HAWAII"/> PUBLISHED: <input type="text" value="01 APR 11"/></p> <p>MILITARY INSTALLATIONS: <input checked="" type="radio"/> INCLUDE <input type="radio"/> EXCLUDE</p> <p><input type="button" value="CALCULATE"/></p>

[Per Diem Rate Files](#)

**MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES
TRAVEL PER DIEM ALLOWANCES**

COUNTRY/STATE: HAWAII
PUBLICATION DATE: 04-01-11

NOTES

1. Use the **OTHER** rate if neither the **LOCATION** nor **MILITARY INSTALLATION** is listed.
2. For other allowances that are based on per diem rates (e.g., TLE, TLA, TQSE, TQSA), see the appropriate rules for those allowances regarding what per diem rate to use.
3. The standard **ONBASE INCIDENTAL RATE is \$3.50** OCONUS wide.
4. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in [Appendix A](#), is applicable.
5. Per Diem Rate = Max Lodging + Meals (Local Meals, [Proportional](#), or [Government](#)) + **Incidental Rate** (Local or OnBase)



* All rates are in US Dollars

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Proportional Meals	Local Incidental	Footnote	Footnote Rate	Maximum Per Diem	Effective Date
CAMP H M SMITH	01/01-12/31	177	85	48	21			283	05/01/2008
EASTPAC NAVAL COMP TELE AREA	01/01-12/31	177	85	48	21			283	05/01/2008
FT. DERUSSEY	01/01-12/31	177	85	48	21			283	05/01/2008
FT. SHAFTER	01/01-12/31	177	85	48	21			283	05/01/2008
HICKAM AFB	01/01-12/31	177	85	48	21			283	05/01/2008
HONOLULU	01/01-12/31	177	85	48	21			283	05/01/2008
ISLE OF HAWAII: HILO	01/01-12/31	121	83	47	21			225	05/01/2010
ISLE OF HAWAII: OTHER	01/01-12/31	180	86	49	22			288	05/01/2009
ISLE OF KAUAI	01/01-12/31	198	92	52	23			313	05/01/2009
ISLE OF MAUI	01/01-12/31	169	83	47	21			273	05/01/2009



U.S. DEPARTMENT OF STATE

ABOUT STATE

POLICY ISSUES

COUNTRIES & REGIONS

ECONOMY & ENERGY

TRAVEL CAREERS BUSINESS YOUTH & EDUCATION

PUBLIC DIPLOMACY & PUBLIC AFFAIRS

ASSISTANCE & DEVELOPMENT

Office of Allowances

- Contact Us
- Organization Chart

Per Diem Rates

- Foreign Per Diem Rates
- Other Per Diem Rates

Allowance Rates

- Allowance Rates (Sec. 920)
- Allowances By Location
- Allowances By Type
- Biweekly Updates

Standardized Regulations (DSSR)

- DSSR Table of Contents
- Search the DSSR

General Information

- Frequently Asked Questions
- Summary of Allowances

Quarterly Report Indexes

- Reports

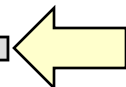
For

You may use the dropdown menu to select the country name will just display Per Diem data for all locations.

Country:

- *All Locations*
- AFGHANISTAN
- ALBANIA
- ALGERIA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- ASCENSION ISLAND
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN
- BANGLADESH
- BARBADOS
- BELARUS
- BELGIUM
- BELIZE
- BENIN
- BERMUDA
- BHUTAN
- BOLIVIA
- BOSNIA-HERZEGOVINA
- BOTSWANA
- BRAZIL
- BRUNEI
- CHINA

Go



You may use the input field below to enter all or part of a post name. The percent sign "%" serves as a wildcard character. Clicking "Go" will display a list of posts matching the name entered with links to the Per Diem data.

Post:

Go

SEARCH GO

[Subject Index](#)

Select by Location
Select by Allowance Type
Printer Friendly

the first letter of
" will display Per



- Organization Chart
- Per Diem Rates**
 - Foreign Per Diem Rates
 - Other Per Diem Rates
- Allowance Rates**
 - Allowance Rates (Sec. 920)
 - Allowances By Location
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 - Biweekly Updates
- Standardized Regulations (DSSR)**
 - DSSR Table of Contents
 - Search the DSSR
- General Information**
 - Frequently Asked Questions
 - Summary of Allowances
- Quarterly Report Indexes**
 - Reports

Foreign Per Diem Rates In U.S. Dollars

Country: AUSTRALIA
 Publication Date: 04/01/2011

Previous Rates: 04/01/2011

Country Name	Post Name	Season Begin	End	Location	Maximum Per Diem Rate	Footnote	Effective Date	
AUSTRALIA	Adelaide	01/01	12/31		418	N/A	11/01/2010	
AUSTRALIA	Brisbane	01/01	12/31		361	N/A	11/01/2010	
AUSTRALIA	Cairns	01/01	12/31		322	N/A	11/01/2010	
AUSTRALIA	Canberra	01/01	12/31		364	N/A	11/01/2010	
AUSTRALIA	Darwin, Northern Territory	04/01	09/30		381	N/A	11/01/2010	
AUSTRALIA	Darwin, Northern Territory	10/01	03/31		284	N/A	11/01/2010	
AUSTRALIA	Fremantle	01/01	12/31		389	N/A	11/01/2010	
AUSTRALIA	Hobart	01/01	12/31		394	N/A	11/01/2010	
AUSTRALIA	Melbourne	01/01	12/31		432	N/A	11/01/2010	
AUSTRALIA	Other	01/01	12/31		348	N/A	11/01/2010	
AUSTRALIA	Perth	01/01	12/31		500	N/A	11/01/2010	
AUSTRALIA	Richmond, NSW	01/01	12/31	203	147	350	N/A	11/01/2010
AUSTRALIA	Sydney	01/01	12/31	218	177	395	N/A	11/01/2010

Printer Friendly

- Organization Chart
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 - Allowances By Type
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- Quarterly Report Indexes**
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Foreign Per Diem Rates In U.S. Dollars

Country: AUSTRALIA
Publication Date: 02/01/2011

Previous Rates: 02/01/2011

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
AUSTRALIA	Adelaide	01/01	12/31	248	170	418	N/A	11/01/2010
AUSTRALIA	Brisbane	01/01	12/31	223	138	361	N/A	11/01/2010
AUSTRALIA	Cairns	01/01	12/31	181	141	322	N/A	11/01/2010
AUSTRALIA	Canberra	01/01	12/31	218	146	364	N/A	11/01/2010
AUSTRALIA	Darwin, Northern Territory	04/01	09/30	228	153	381	N/A	11/01/2010
AUSTRALIA	Darwin, Northern Territory	10/01	03/31	140	144	284	N/A	11/01/2010
AUSTRALIA	Fremantle	01/01	12/31	243	146	389	N/A	11/01/2010
AUSTRALIA	Hobart	01/01	12/31	238	156	394	N/A	11/01/2010
AUSTRALIA	Melbourne	01/01	12/31	257	175	432	N/A	11/01/2010
AUSTRALIA	Other	01/01	12/31	204	144	348	N/A	11/01/2010
AUSTRALIA	Perth	01/01	12/31	319	181	500	N/A	11/01/2010
AUSTRALIA	Richmond, NSW	01/01	12/31	203	147	350	N/A	11/01/2010
AUSTRALIA	Sydney	01/01	12/31	218	177	395	N/A	11/01/2010



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 The Executive Office, Bureau of Administration, manages http://aoprals.state.gov/ for Office of Allowances (A/OPR/ALS) as a portal for information from the U.S. State Department. External links to other Internet sites should not be construed as an endorsement of the views or privacy policies contained therein.
FOIA | Privacy Notice | External Link Policy | Copyright Information | Other U.S. Government Information

DPI checklist:

ITEMS NEEDED ON DPIs (Especially Travel DPIs)

- Travel Details – Correct Departure and Arrival Dates & Times
- Complete Business Purpose – Who, What, Where, & When
- Meal Per Diem – Correct Per Diem Rate & Number of Meals Claimed,
- Subtract Meals Provided by Conference
- Lodging Expenses if Not Prepaid – Include them

Other Expenses Section:

- Taxi's if Not Prepaid
- Airfare if Not Prepaid
- Registration Fees if not Prepaid
- Internet Fees
- Baggage Fees
- Parking Fees
- Mileage if In State Travel
- Correct Travel Advance Selected if Applicable

Prepaid Section:

- Registration fee
- Airfare
- Hotel if applicable

Signatures

- Both Payee and Supervisor's Signature Needed

DPI checklist:

ITEMS NEEDED FOR BACKUP

If any receipts are copies, the following signed statement is required:

- “The department assumes responsibility for duplicate payment.”

If any receipts are missing the following signed statement from the traveler needs to also be included:

- “I incurred this expense and am not being reimbursed by any other source.”
- Conference brochure - Conference information, such as the place, the dates, the hotel information, and if any meals were provided by the conference.
- Copy of the registration form or confirmation notice.
- Airline Itinerary – Verification that the airfare purchased was economy/coach class and do the departure and arrival dates and times coincide with the dates of the conference?



DPI Approved

Approved DPI:

- 1) DPI logged out of the DPI database
- 2) DPI's are separated by:
 - Travel
 - Other DPI's
- 3) Bundled separately
- 4) Sent to Accounts Payable via interoffice mail
- 5) DPI's approved before 2:30 p.m. will make the daily check run. Anything after that time will be included in the next day's check run

DPI Approval queue

Oracle Developer Forms Runtime - Web: Open > FOIAINP [Q] - FOAUAPP [Q]

File Edit Options Block Item Record Query Tools Help

User Approval Form FOAUAPP 8.4 (BANP)

User ID: Document: Next Approver

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input checked="" type="checkbox"/>	INV	10684694	<input type="text"/>	0	NWILEY	3,102.55	DOC	Y
Approve:	<input checked="" type="checkbox"/>	Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	INV	10686664	<input type="text"/>	0	KRISSYG	1,020.00	DOC	Y
Approve:	<input checked="" type="checkbox"/>	Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	INV	10688715	<input type="text"/>	0	KMONTTOYA	171.43	DOC	Y
Approve:	<input checked="" type="checkbox"/>	Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	INV	10689493	<input type="text"/>	0	PEEWEE1	551.00	DOC	Y
Approve:	<input checked="" type="checkbox"/>	Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	INV	10689900	<input type="text"/>	0	ANMRAMIR	14.95	DOC	Y
Approve:	<input checked="" type="checkbox"/>	Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	INV	10689902	<input type="text"/>	0	ANMRAMIR	125.00	DOC	Y
Approve:	<input checked="" type="checkbox"/>	Disapprove:		Detail:	Queue:			



Document: Type: Change Sequence: Submission:

Queue ID	Queue Description	Queue Level	Approval Level	Queue	Level	User
2007	HSC UNRESTRICTED ACCTG	10	+	2007	10	Brandt, John
				2007	10	Monjure, Alana H
				2007	10	Hurley, Stacie E
				2007	10	Graham, Thelma J
				2007	10	Shoebotham, Terry E

+ Indicates what will be approved

In suspense: Detail: Approve: Disapprove:

DPI Disapproved



Disapproved DPI:

Common Errors

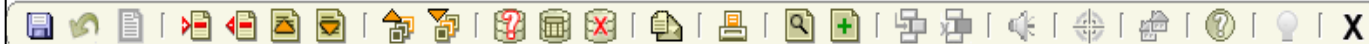
- Account Code Error
- Backup Info Error
- DPI Incomplete
- Employee – Must do PR
- Index Error
- Original Receipts not Submitted
- Per Conversation
- Protocol #/Dates of Visit Missing
- Sales Tax on Goods
- Wrong Form
- # of participants/names missing
- Conference brochure/Airline Itinerary missing
- Duplicate DPR – Not Processed
- For Approval
- Information Missing
- Other
- Per Diem Error
- Queue Error
- Services go on Requisition
- Zero Balance Airfare Only
- Against Policy
- Department Request
- Employee: Special Comp
- Honorarium to Employee
- Math Errors
- Pending Department Approval
- Purpose Error
- Receipt not Detailed
- Signature Error
- Zero Balance Travel

DPI's with Errors

- 1) E-mail "Requestor" regarding issue with DPI
 - Wrong Account Code
 - Missing Prepaid Expenses
- 2) Log information into DPI log (this information is updated daily for review by the department)
- 3) Requestor has 5 days to update the DPI or make changes to the DPI, if not done within the time frame the DPI is Disapproved and sent back to the Dept.

DPI disapproved

- Go to FOAAINP in Banner and Disapprove DPI
- Message Box will appear
- Provide code as to why it is disapproved, see list of codes
- Type in additional information as to why it is disapproved
- Send E-mail to requestor
- Log information into DPI log



User ID:

SEBEGAY

Hurley, Stacie E

Document:

 Next Approver

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input type="checkbox"/>	INV	I0700318	<input type="text"/>	<input type="text" value="0"/>	ATEGARD	444.67	DOC	Y
Approve:	<input checked="" type="checkbox"/>	Disapprove:	<input type="checkbox"/>	Detail:	<input type="text"/>	Queue:	<input type="text"/>	
<input type="checkbox"/>	INV	I0700321	<input type="text"/>	<input type="text" value="0"/>	MANDAV3	65.00	DOC	Y
Approve:	<input checked="" type="checkbox"/>	Disapprove:	<input type="checkbox"/>	Detail:	<input type="text"/>	Queue:	<input type="text"/>	
<input type="checkbox"/>	INV	I0700332	<input type="text"/>	<input type="text" value="0"/>	PESQUIBL	600.00	DOC	Y
Approve:	<input checked="" type="checkbox"/>	Disapprove:	<input type="checkbox"/>	Detail:	<input type="text"/>	Queue:	<input type="text"/>	
<input type="checkbox"/>	INV	I0700336	<input type="text"/>	<input type="text" value="0"/>	[REDACTED]	1,262.37	DOC	Y
Approve:	<input checked="" type="checkbox"/>	Disapprove:	<input type="checkbox"/>	Detail:	<input type="text"/>	Queue:	<input type="text"/>	
<input type="checkbox"/>	INV	I0700349	<input type="text"/>	<input type="text" value="0"/>	EACOSTA1	65.00	DOC	Y
Approve:	<input checked="" type="checkbox"/>	Disapprove:	<input type="checkbox"/>	Detail:	<input type="text"/>	Queue:	<input type="text"/>	
<input type="checkbox"/>	INV	I0700373	<input type="text"/>	<input type="text" value="0"/>	GABY	1,230.30	DOC	Y
Approve:	<input checked="" type="checkbox"/>	Disapprove:	<input type="checkbox"/>	Detail:	<input type="text"/>	Queue:	<input type="text"/>	

Document Disapproval Text Entry FOAUAPP 8.4 (BANP)

Type: Number: Submission:

Change Sequence:

1-DOCUMENT IS DISAPPROVED- account for items purchased should be 3720.
stacie 2-5460

Invoices

- 1 Wrong Account Code/Index**
Incorrect or inappropriate account code or index.
- 2 Insufficient Backup or Response Time**
Required backup not attached such as original receipts, proof of pay, a memo in lieu of receipts. The DPI/backup not received within 10 days.
No response to request/correspondence within 10 days.
- 3 Business Purpose**
Required details not provided in item or doc text. Business purpose unclear.
- 4 Duplicate**
Transaction is a duplicate. Invoice already processed.
- 5 Amount/Date Incorrect or Accounting Error**
Math error or accounting error. Wrong fiscal year used.
- 6 Against Policy**
Transaction unallowable and is against a Fed, State or UNM policy.
- 7 Other**
Does not apply to any of the other categories.
- 8 Dept or Originator Request**
Department or DPI Originator requested DPI be denied.
- 9 Wrong form or payee type**
Wrong transaction form used. Ex, DP-EZ for a service transaction that should be a REQ. Or a REQ instead of a NSP. User picked wrong category for the DP-EZ.
- 10 Travel, Food, Conference**
Error made for travel reimb items such as mileage, lodging, car rental, per diem, missing pre-paid items, etc. Any item relating to travel and to travel policy items.
- 11 Travel Advance**
Not allowed per policy. Payment due date 5 days rule. #10 Travel items.
- 12 Sales Tax**
Sales tax included on goods.

Mail From: Stacie Hurley

File Edit View Actions Tools Accounts Window Help

Close Reply Forward [trash icon] [envelope icon] [print icon] [calendar icon] [glasses icon] [headphones icon] [calendar icon]

Mail Properties Personalize

From: Stacie Hurley

Wednesday, April 20, 2011 9:27 AM

To: [redacted]

CC: John Brandt, Thelma Graham

Subject: DPI #0700336- [redacted]

Good morning [redacted]

DPI #0700336 for [redacted] has been disapproved. Please make the adjustment to the account code 3100. The items purchased during her travel should be coded under account code 3720- Other Supply Costs Gen.

Once you have made the adjustment have your department administrator approve in the queue. A corrected DPI will be printed and attached to your DPI so no additional signatures are required.

Thank you,
Stacie

Stacie Hurley
A/R Coordinator
HSC Financial Services
HSSB Rm 102
MSC09 5222
1 University of New Mexico
Albuquerque, NM 87131-0001
E: SHurley@salud.unm.edu
P: 505-272-5460
F: 505-272-0159

DPI Tools



UNM Policy 4320A (Revisions Pending)

PRE-APPROVED DIRECT PAY TRANSACTIONS

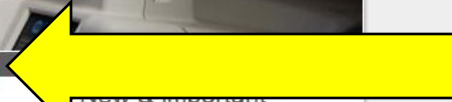
Revised: 05/22/06

The use of the Direct Pay Approval (DPA) Form using the Banner form FZADPEZ has been approved for the following transactions. These transactions have been pre-approved by the Director of the Purchasing Department. Any payment processed using the DPA Form, not specifically covered by the items listed below, must be approved in advance by the Director of the Purchasing Department.

ITEMS/SITUATIONS	PAYABLE TO VENDOR/INDIVIDUAL	REIMBURSABLE TO VENDOR/INDIVIDUAL	PAYABLE TO UNM EMPLOYEE	REIMBURSABLE TO UNM EMPLOYEE	COMMENTS
Conference registrations, dues, fees	DPA Form Purchasing Card	Not Approved	Not Approved	DPA Form	
Dues, fees	DPA Form Purchasing Card	Not Approved	Not Approved	DPA Form	
Refunds	Not Approved	DPA Form	Not Approved	DPA Form	
Consignment sales	DPA Form	DPA Form	Not Approved	Not Approved	
Damages or settlements approved by University Counsel	DPA Form	Not Approved	DPA Form	Not Approved	
Payments to a federal or state agency or a local public body -taxes, etc.	DPA Form-not for lease or rental of property	Not Approved	Not Approved	Not Approved	
Honorariums, monetary awards	DPA Form	Not Approved	Not Approved	Not Approved	
Royalties	DPA Form	Not Approved	DPA Form	Not Approved	
Athletic game guarantees, game officiating	DPA Form	Not Approved	DPA Form by exception only	Not Approved	
Goods	Purchase Requisition Purchasing Card	Not Approved	Not Approved	DPA Form \$1000 limit	
The following items purchased <i>directly</i> from the Publisher or Copyright holder: books, periodicals, magazine subscriptions, reprints, mailing lists, written tests, recorded video tapes, films	Purchase Requisition DPA Form Purchasing Card	Not Approved	Not Approved	DPA Form \$1000 limit	
Moving cost	Purchase Requisition	Not Approved	Not Approved	DPA Form	
Travel reimbursements	Not Approved	DPA Form	Not Approved	DPA Form	
Participants in research studies conferences	DPA Form	Not Approved	DPA Form	Not Approved	
Agent fees resulting from redemption of University bonds	DPA Form	Not Approved	Not Approved	Not Approved	
UNM student organizations group provided services	Not Approved	Not Approved	Not Approved	Not Approved	Journal Voucher
Subpoenas, summons service	DPA Form	Not Approved	Not Approved	Not Approved	
Notary Public applications	DPA Form	Not Approved	Not Approved	DPA Form	
Emergency ambulance service	DPA Form	Not Approved	Not Approved	Not Approved	
Medical care provided outside UNM facilities for Employee Occupational Health Services, Carme Tingley Hospital, and Athletics while on authorized athletic trips	DPA Form	Not Approved	Not Approved	Not Approved	

DPI Status online

- Go to General Accounting Website:
<http://www.unm.edu/~gacctng/>
- Also on HSC Unrestricted website under “Resources”
- Click on “Document Search”
- Click on “HSC Search”
- Enter in DPEZ # then Search
- Status information will be provided
- Information updated daily by Unrestricted Admin. Assistant



- Travel
- Forms
- Account Codes
- Internal Service Centers
- SPQ Process
- Petty Cash
- Big Red
- Taxation
- Offices of Financial Services

Quick Links
[UNM Policies and Procedures](#)

Unrestricted Accounting, Main



Welcome to Unrestricted Accounting, Main!

Unrestricted Accounting, Main is part of the Financial Services Division, and reports to the Vice-President for HSC/UNM Finance and University Controller. We are responsible for all University main campus and branch

campus unrestricted accounts. We review all Purchase Requisitions, travel and other reimbursement requests, Payroll transactions and journal entries on these accounts, and approve the transactions based on compliance with University policy. Taxation functions including Foreign National transactions, UBIT and GGRT are also handled in our department. We are also responsible for the monthly reconciliation of all University bank accounts, and for accounting functions related to fixed assets and depreciation.

Remember to check [FastInfo](#) before calling with questions. This resource has an abundance of information on many topics and you may be able to find the answer to your questions without calling.

[Click here](#) for important information about international travel, including Canada

New & Important Information.

Check our FAQ's for topics that may have previously been listed here.

New:
[NEW: Summary of Unallowable Expenditures](#)

[General Ledger Account Reconciliation Guidelines- Unrestricted](#)

[Requesting Travel for Foreign Nationals form](#)

[Processing of Reimbursement or Refund Payments Received by UNM](#)

[Donations, Contributions, and Sponsorships](#)

[Travel Advances](#)



- Travel
- Forms
- Internal Service Centers
- SPQ Process
- Petty Cash
- Offices of Financial Services
- University Services

Quick Links
Big Red

Welcome to Document Search

Hi, [Log Out](#)

Main Campus

If you are looking for the status of a Main Campus DPEZ or DPI document, please click on the button below.

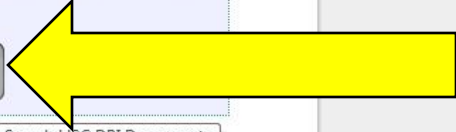
Search Main

Health Sciences Center

If you are looking for the status of a Health Sciences DPEZ or DPI document, please click on the button below.

Search HSC

Search HSC DPI Documents



If you have questions or cannot locate your document, please call:

- Main Campus Unrestricted Indexes (General Accounting): 277-2019
- Main Campus Restricted Indexes (Contract & Grant): 277-4721



- Home
- Staff
- Contact
- FAQ's
- Document Search

- Travel
- Forms
- Internal Service Centers
- SPQ Process
- Petty Cash
- Offices of Financial Services
- University Services

Quick Links
[Big Red](#)

Health Sciences Center Document Search

Search for Document (HSC)

Hi, [Log Out](#)

Select Document Type:

DPEZ or DPI

Enter Document Number:



Enter your DPEZ number in the format "1234".

Enter your DPI number without the "I" and without any leading zeroes.
For examples DPI I0123456 would be entered as "123456".

This Website is updated daily. If you cannot locate your document, please call 272-6264 for information.



Home Staff Contact FAQ's Document Search

- Travel
- Forms
- Internal Service Centers
- SPQ Process
- Petty Cash
- Offices of Financial Services
- University Services

Quick Links
[Big Red](#)

Health Sciences Center Document Search

Search Results

There were 1 entries found for DZ0363031

DPEZ	DPI	Banner Index	Date In	Date Out	Destination	Team	Code
dz0363031	10696560	400064	04/11/2011			Thelma Graham	per diem error

Click [here](#) for Health Sciences Center Document Search

Click [here](#) for Main Campus Document Search

If you have questions or cannot locate your document, please call:

- Main Campus Unrestricted Indexes (General Accounting): 277-2019
- Main Campus Restricted Indexes (Contract & Grant): 277-4721
- Health Sciences Center Restricted and Unrestricted Indexes: 272- 6264

Status in Banner

- Go to FOIDDOCH in Banner
- Enter in INV, under Document Type
- Enter in DPI “I#”, then Next Block
- Click inside the Invoice Block
- Click the Xtender Icon (looks like magnifying glass)
- DPI is available for review

Document Type **1** INV Invoice

Requisition	Status

Bid	Status

Purchase Order	Status

Document Co **2** 10669371

Issues	Status

Invoice	Status

Check	Status

Return	Status

Receiver	Status

Asset Tag	Status

Asset Adjustment Status

Forms Services

Document Type: INV Invoice

Document Code: 10669371

Requisition	Status
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Bid	Status
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Purchase Order	Status
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Issues	Status
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Invoice	Status
10669371	P
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Check	Status
10158594	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Return	Status
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Receiver	Status
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Asset Tag	Status
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Asset Adjustment	Status
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Forms Services



The University of New Mexico

Direct Pay Approval Form

DPI #: I0669371 *T61*

DP-EZ #: DZ0341707

Goods

UNM Employee

You have opted to receive a 'Direct Deposit' for this payment or reimbursement.

Payee: [Redacted]

Requestor Department: CRTC Research Director

Banner ID: [Redacted]

Section I Accounting		Account Code	Account Description	Amount
Index Code	Index Description	34M0	Recruitment Expense Gen	\$174.86
Total Amount to be Paid / Reimbursed:				\$174.86

Section II. Payment / Reimbursement Expenses

Business Purpose: Dr. [Redacted] hosted a dinner for Dr. Alan Tomkinson, a Surface Recruit for the UNM Cancer Center.

Additional Information: Attendees: Dr. and Mrs Tomkinson, Drs. Scott Ness and Angela Wandiner Ness and Dr. Mary Ann Osley. Dr. Tomkinson came to UM to interview with faculty and discuss the potential position with the UNM Cancer Center

11/22/2010	Out-of-pocket	\$174.86
Payment / Reimbursement Expenses:		\$174.86
Total Itemized Amount:		\$174.86

Section III

I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that the above expenses have been completed for the stated UNM Business Purpose.

DPI Stats



**FY11 DPI APPROVAL SUMMARY
PROCESSING TIME
(CALENDAR DAYS)**

Paid DPEZ's w/ Transaction Dates from 7/1/10 - 6/30/11

As of 8/19/11

	# Days Wait for Dept Approval	# Days Wait for Cent Acct Approval	# Days Wait for AP Check Issue	Total Dept Wait for Check	Total DPI's Processed
<u>Contract & Grant Accounting - Main</u>	2.7	8.4	0.7	11.8	7,572
FY10	2.2	6.7	0.6	9.5	8,117
Change	0.5	1.7	0.1	2.3	(545)
<u>Plant Funds/CCMS</u>	1.9	5.2	1.8	8.9	186
FY10	1.7	6.7	0.5	8.9	165
Change	0.2	-1.5	1.3	0.0	21
<u>Unrestricted Accounting - Main</u>	2.0	4.8	1.5	8.3	21,660
FY10	1.7	4.6	1.8	8.1	24,456
Change	0.3	0.2	-0.3	0.2	(2,796)
<u>Contract & Grant Accounting - HSC</u>	4.8	4.5	0.8	10.1	6,322
FY10	4.9	4.5	0.6	10.0	5,642
Change	-0.1	0.0	0.2	0.1	680
<u>Unrestricted Accounting - HSC</u>	5.7	4.9	0.7	11.3	9,134
FY10	5.9	5.1	0.7	11.7	9,066
Change	-0.2	-0.2	0.0	-0.4	68
<u>All Accounting Offices</u>	3.3	5.4	1.1	9.8	44,874
FY10	3.0	5.1	1.2	9.3	47,446
Change	0.3	0.3	-0.1	0.5	(2,572)

Top 10 reasons a DPI is denied:

10) The Business Purpose for the expense is inadequate or unclear. *Explain how the expense benefited UNM.* Do not merely state what was purchased.



Business Purpose
and Objectives



Top 10 reasons a DPI is denied:

9) The DPI has already been submitted; the current DPI is a duplicate.



Top 10 reasons a DPI is denied:

8) Unallowable Sales Tax was included in the reimbursement. UNM does not generally pay gross receipts tax or reimburse gross receipts tax when it has been paid on tangible property from non governmental agencies. (*restaurant purchases are an exception*)



Top 10 reasons a DPI is denied:

7) The wrong form or payee type was selected.
Payments for services rendered must be on a Purchase Order.



Top 10 reasons a DPI is denied:

6) The department or originator requested that the DPI be denied. *You can deny your own DPI by using form FOADOCU in Banner.*



Top 10 reasons a DPI is denied:

5) Original receipts are not included with the DPI. If any other form of documentation is used other than the original receipt, such as a credit card statement, *a memo with the signed department statement assuming responsibility* for duplicate payment needs to be included with the backup.



Top 10 reasons a DPI is denied:

4) The DPI contained a Policy violation.

- Unallowable alcohol purchases*
- reimbursement of conference fees before the conference has occurred*
- holiday decorations*
- gifts for employees*
- donations*
- early bird check-in (airline travel)*



Top 10 reasons a DPI is denied:

3) The DPI or backup documents were not received in our office within 10 days.



Top 10 reasons a DPI is denied:

2) The incorrect account code was selected. The account code must be within the correct account code area, and in some cases (ie: computer items) must be a particular code.



And the #1 reason a DPI is denied:

1) The DPI involves travel. Meal calculation errors, wrong per diem rate chosen, pre-paid items not on DPIs or pre-paid errors, lodging errors, and mileage calculation errors.



Questions?

