

Title: Travel and Expense Reimbursement While on Official Hospital Business		Policy	
Patient Age Group:	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> All Ages	<input type="checkbox"/> Newborns
		<input type="checkbox"/> Pediatric	<input type="checkbox"/> Adult

POLICY STATEMENT

It is the policy of the UNM Hospitals (UNMH) to define allowable travel expenses while away on official Hospital business and establish reimbursement process for the incurred travel expenses.

APPLICABILITY

This policy is applicable to all employees of UNM Hospitals as well as governing members of UNM Hospitals. Provisions of this policy may apply to vendor travel reimbursements.

POLICY AUTHORITY

Chief Financial Officer

REFERENCES

Any policy or procedure not defined in this document is covered by the University of New Mexico, University Business Policies and Procedures Manual, Travel Policy UBPPM 4030.

The Per Diem and Mileage Act, Section 10-8-1 to 10-8-7, NMSA 1978, governs the reimbursement for travel by all employees of state agencies and local public bodies. The New Mexico Secretary of Finance and Administration sets the actual rates, and Article 12 governs employees of state educational institutions.

Allowable expenses, for which reimbursement will not be made by any other agency, are defined below.

IMPLEMENTATION PROCEDURES

1. All travel requires prior Administrative approval.
 - 1.1. Employee travel requests require approvals from the Department Head, Executive Director, and the Administrator.
 - 1.2. Administrator and Governing Member travel requests require approval by the Chief Executive Officer.
 - 1.3. Chief Executive Officer travel requires Administrator approval.
 - 1.4. UNM Hospital employees are required to verify approval status prior to making travel arrangements.
2. It is recommended that only one employee per department attend a conference, workshop, or seminar.
 - 2.1. Approval for more than one employee to attend must be obtained from the Administrator.
 - 2.2. When conferences, workshops, or seminars are given in multiple locations, the traveler will attend those in, or closest to, Albuquerque.

3. No traveler (employee or governing member) will be reimbursed for more than thirty (30) days per diem in any fiscal year for attending educational or training programs unless written approval is received from the Chief Executive Officer.
4. To be eligible for reimbursement, other than mileage, employees or governing members must travel at least thirty (30) miles away from the hospitals or assigned work location on official hospital business.
5. Travel time includes the time required to travel to and from the business destination, excluding the normal commuting time required to travel from the residence to the hospitals or assigned work location.
 - 5.1. Travel time does not include time spent for personal business or time required to travel by car, which exceeds travel time by commercial airline, unless travel time by car is necessitated by the nature of the trip.
 - 5.2. For commercial transportation, an additional one and a half (1 ½) hours for domestic travel and two (2) hours for international travel before the scheduled departure and one (1) hour after the scheduled arrival are allowed. Claims for any departure or return times that do not coincide with the ticket must be explained in writing.
6. A UNM Hospitals [Travel Request Form](#) must be completed for all travel.
 - 6.1. All travelers must read and acknowledge their understanding of responsibility associated with travel. The acknowledgment section states that any traveler who deviates from the established air arrangements will be responsible for some or all of the airfare cost.
 - 6.2. Travel Request form must be completed, approved by administrator and submitted to accounting for processing.
 - 6.2.1. Employee who is requesting travel must submit a UNM Hospitals Travel Request form and all supporting travel information for approval. Supporting information is to include event description, event start and end dates, event start and end times, event furnished meals and pricing.
 - 6.2.2. Travelers must notify Accounting when travel or seminar is canceled so checks can be canceled, refunds requested, and/or travel requests removed from pending files. If notification is not provided to accounting, the traveler will be responsible for the expense incurred.
7. Travel should be accomplished in the most economical manner practical at the time.
 - 7.1. Actual cost of airfare, train fare, or bus fare may be claimed if one of these methods of travel is utilized.
 - 7.1.1. The Hospitals will pay the reasonable cost of commercial coach airline travel.
 - 7.1.2. The Administration office will coordinate air transportation arrangements.
 - 7.1.3. Flight arrangements will be scheduled to correspond as closely to the hospital business or conference as possible.
 - 7.1.4. If the airfare is substantially less when weekend days are included in the length of stay, the flight may be scheduled to include a weekend day.
 - 7.1.5. Travelers are expected to plan their travel far enough in advance to be able to receive the lowest airfares available.
 - 7.1.6. Flight arrangements not made through Administration will require justification for exception and approval by Chief Financial Officer.
 - 7.1.7. Reimbursement will be limited to allowable amounts as indicated within this policy.
 - 7.1.8. If an employee elects to drive their own vehicle to a location that is accessible via air travel, then the employee will be reimbursed at the lesser of requested reimbursement for mileage or other transportation cost(s) or economical air travel pricing.
8. Travelers are encouraged to use complementary or public transportation when available.

- 8.1. Reasonable transportation to and from the hotel, conference or airport will be reimbursed with proper receipts.
- 8.2. Automobile rental is permitted when no other practical alternatives are available. Automobile rental must be requested and approved by the Chief Financial Officer prior to travel. Only approved automobile rental will be reimbursed.
 - 8.2.1. Travelers should seek economical automobile rental options and inform Administrator if none are available.
 - 8.2.2. UNM Employees are responsible for ensuring the rental vehicle has the required insurance coverage either by renting from a contracted vendor or by selecting the rental agency coverage. The University has corporate rates with selected rental agencies which include a loss damage waiver. If the traveler does not choose one of these options, the State of New Mexico Risk Management Division provides coverage to state agencies and universities for rental vehicles used for official business. The coverage is subject to a \$1,000 deductible which would be a cost charged to the traveler's department. If this option is chosen, the traveler should be aware the rental agency may charge the traveler's credit card either the \$1,000 deductible or the cost of repairs until full payment for damage is received from the State of New Mexico and UNM.
- 9. UNM Hospitals reimburses actual lodging expense.
 - 9.1. Travelers should seek economical lodging options and inform Administrator if none are available.
 - 9.2. Employees will not be reimbursed for personal entertainment expense.
 - 9.3. Costs of using the telephone provided by the hotel are covered under miscellaneous expenses below.
 - 9.4. Employees will not be reimbursed for room service under lodging expense.
 - 9.5. Actual reasonable lodging expenses will be reimbursed when supported by original itemized receipts.
- 10. UNM Hospitals provides a per diem allowance for meals.
 - 10.1. The per diem is intended to cover the cost of meals while on official Hospital business. Receipts for meals are not required.
 - 10.2. The per diem meal allowance will be reduced when meals are provided.
 - 10.3. The meals and incidental expense per diem rate is determined by the IRS and the U.S. Department of State. The IRS approved meals and incidental expense per diem rates applicable to this section are listed in the "M & IE Rate" column in the publication found at www.gsa.gov (follow links for per diem rates).
 - 10.3.1. Travelers may request reimbursement of the federal rate for each full twenty-four (24) hour period subject to limitations discussed in Section 10 herein.
 - 10.3.2. For partial day travel, either when overnight travel is not required, or when it follows or precedes a twenty-four (24) hour overnight travel, the following table applies. Use the percentages listed below to calculate per diem allowances:

Partial Period	Depart on/or Before	Return on/or After	% of Per Diem Allowed per Meal
Breakfast	6:00 a.m.	7:00 a.m.	20%
Lunch	12:00 p.m.	1:00 p.m.	25%
Dinner	6:00 p.m.	7:00 p.m.	55%

- 10.4. All travel requires prior approval; therefore, a Travel Request form must be completed and approved even if the traveler is requesting only per diem allowance.
11. Use of a personal automobile for official Hospital business will be reimbursed at the standard mileage rate authorized by the New Mexico State Per Diem and Mileage Act for the date of travel. Employees can be reimbursed only for miles actually driven while conducting Hospital business. The rate is intended to cover all costs associated with owning the automobile, including gasoline, maintenance and repairs, insurance, etc.
- 11.1. Mileage reimbursement for in-state travel between cities will be based on the official mileage chart (Exhibit A). Additional mileage reimbursement for conducting Hospital business while at the business destination will be allowed when accompanied by approved mileage records to document date(s), distance and purpose of travel.
- 11.2. Mileage reimbursement may be allowed for the use of a personal automobile while on Hospital business within the local area, excluding mileage normally associated with commuting from the residence to the place of employment. Mileage will be recorded to the nearest tenth of a mile.
- 11.3. For out-of-state travel, reimbursement for expenses incurred when traveling by personal automobile in lieu of air travel may not exceed the cost the traveler would have otherwise incurred if the traveler had flown.
12. Other necessary business expenses, such as ground transportation, parking, tips (exclusive of meal gratuities), business telephone calls, registration fees, copying charges, and other business expenses that can be documented as costs directly incurred as a result of the travel, will be reimbursed when itemized and explained on the Actual Expense Statement.
13. The per diem rates discussed herein cover incidental expenses defined by the IRS to include fees and tips for persons who provide services such as luggage handling, laundry, cleaning, and pressing of clothing. Therefore, individuals being reimbursed on a per diem cannot also claim reimbursement for these incidental expenses.
14. Prepaid expenses are by exception only and must be approved by the Chief Financial Officer.
15. Upon return from travel, the employee must complete the [Actual Expense Statement](#).
- 15.1. All appropriate original receipts, including hotel, taxi, shuttle, pre-approved automobile rental, and parking must be attached.
- 15.2. The Actual Expense Statement must be approved by the Administrator or Chief Executive Officer before submitting for reimbursement.
- 15.3. Incomplete travel requests will be returned to the traveler with no payment.
- 15.4. Travel reimbursement for employees will be processed via the UNM Hospitals payroll system. The reimbursement will be included on the next paycheck or supplemental check run.

SUMMARY OF CHANGES

Updated minimum mileage in section 4, from 20 miles to 30 miles.
Replaces document of same name, last revision 10/2009.

RESOURCES/TRAINING

Resource/Dept	Contact Information
Finance Department; 272-2135	For information or assistance
UNM Travel – policy 4030	http://www.unm.edu/~ubppm/ubppmanual/4030.htm
IRS website for per diem rates	www.gsa.gov (follow links for per diem rates)
Form Link; Travel Request	https://hospitals.health.unm.edu/intranet/Finance/Forms/TravelRequestForm.xls
Form Link – Actual Expense Statement	https://hospitals.health.unm.edu/intranet/Finance/Forms/ActualExpenseStatement.doc