

RAFT



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Travel Policy 4030 Changes

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Updated Travel Policy 4030

- The current Travel Policy (4030):

<http://policy.unm.edu/university-policies/4000/4030.html>

- This policy was last updated February 10, 2014

- The key revisions and additions will be reviewed



Electronic Signatures Allowed

■ 3.3 Documented Approval

The required documented approvals in this policy may be provided via electronic means (e.g., e-signatures, faxed signatures, or email correspondence) or with a handwritten "wet" signature.

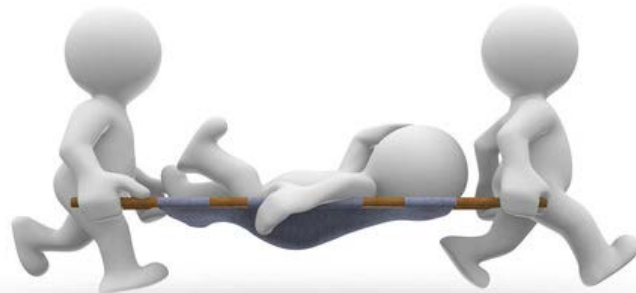


Email correspondence – must include reference to the DPI number, business purpose, and the total dollar amount.

UNM now requires Health & Accident Insurance for study-abroad trips

■ 7. Health and Accident Insurance for International Travel

For University sponsored study-abroad trips, trip leaders and participants are **required** to purchase health and accident insurance, as described in Section 4.1 of [UAP 2710 \("Study Abroad Health and Safety"\)](#), which may be paid with University funds and with contract and grant funds (if allowable under the terms of the award).



Accident Insurance

UNM will not pay for personal expense, but it is an option for the traveler available through UNM's Safety and Risk Services Dept

Business Class or Premium Economy Allowable on some outside USA or International flights

■ 9.2.1. Exceptions for Class or Air Service

Flying business class is allowed for these types of circumstances:

1. >14 hours travel time
 - a. Destination outside USA
 - b. Includes stopovers & plane changes (in-between flights)
 - c. Traveler engaged in business activities following day
2. Results in overall savings to UNM (clear documentation)
3. Medical disability or other special need (documented)



Premium economy class is allowed for international travel if:

1. 5 or more hours of total travel time

Any other allowance requested will depend circumstance & information provided.

Remember - Travel paid by a restricted contract or grant may be subject to more restrictive reimbursement regulations, and may require prior written approval for international travel.



Business Class or Premium Economy allowable on some outside USA or International flights

▪ 9.2.1. Exceptions for Class or Air Service

Example:

Travel from Albuquerque to London per United

Depart Albq 12:47pm

Arrive Chicago 4:29 pm 2h 42m flight time

4h 31m layover

Depart Chicago 9:00pm

Arrive London 11:15am 8h 15m flight time

15 hours 28 minutes total flight time

+14 hours – qualifies for business class

+5 hours total flight time – qualifies for premium economy class

The above accounts for time zones



Business Class or Premium Economy allowable on some outside USA or International flights

■ 9.2.1. Exceptions for Class or Air Service

Example:

Travel from Albuquerque to London per United

Depart Albq 3:20pm

Arrive Dallas 6:05 pm 1h 45m flight time

1h 50m layover

Depart Dallas 7:55pm

Arrive London 11:15am 9h 20m flight time

12 hours 55 minutes total flight time

+14 hours – does NOT qualify for business class

+5 hours qualifies for premium economy class

The above accounts for time zones

We probably won't pay for In-Flight Internet or phone service

■ 9.2.3. In-Flight Technology Charges

The reimbursement of in-flight charges for access to the Internet, to a phone, and similar charges are *not allowed* unless travelers can show that incurring these additional expenses provide a greater benefit to the University than accessing these services pre- or post-flight at no charge.



Clearly Separate Business from Personal

■ 14. Combining Business Travel with Personal Travel

University business travelers may combine business travel with personal travel. Travel for personal, rather than business, purposes may be added at the beginning or end of a University business trip, or friends or family may accompany a University traveler on a business trip. In such instances, the costs attributable to the University traveler for business purposes **must be clearly separated from any personal travel costs** of the traveler and the travel costs of the traveler's family or friends.



- Get documentation **before** the travel dates
- If documentation is not provided, or a cost does not seem reasonable, Financial Services will conduct a post-travel-date comparison



Clearly Separate Business from Personal

14. Combining Business Travel with Personal Travel

- **Airfare**
 1. Airfare to/from personal destination not allowable; unless cheaper than to/from business location
 2. If cheaper, provide Financial Services with documentation for actual dates;
 - a. Use Travelocity or Expedia or similar travel site
 - b. Include 3 lowest-cost flight choices (SWA should be one)
- **Ground Transportation & Lodging**
 - a. If shuttle, taxi, lodging or other similar costs include other non-UNM individuals, or are out of the allowable business dates range, clear documentation should be provided of what the cost of only the business traveler would have been

Flat per diem allowed

- **14.5. Lodging with Family or Friends**

Travelers may, and are encouraged to, take advantage of staying with friends or family who live at the travelers' business destinations, in order to save UNM the cost of lodging. Though such travelers have no lodging costs, they are entitled to up to the \$85 (in-state) or \$115 (out-of-state including international) per diem, as described in Section 13.1 of this policy.



We do not pay for Passports

- **16. Passports**

No reimbursement is provided for costs associated with obtaining a passport for international travel.



What Questions do you Have?

