



Travel Procedures

NMIMT Faculty, Staff, and Students

New Mexico Tech Business Office
Last modified July 1, 2022

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The purpose of this document is to establish guidelines for the Travel Reimbursement for New Mexico Institute of Mining and Technology's (NMT/NMIMT) Students, Staff, and Faculty.

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This document is continually being updated; we would appreciate any information and/or insight that would help us develop documentation for NMIMT's departments.

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I. Travel

A. Faculty, Staff, and Students

This procedure is applicable 1

II. Funding Sources

Regardless of funding sources per diem for meals on same day travel will **not** be paid by NMIMT. Same day travel is defined as any trip that does not include 1

III. Travel Procedure

The official Travel Request and Reimbursement form is available on the NMIMT Travel web site. <http://nmt.edu/finance/travel.php> No other versions of the forms will be accepted.

When using the Travel Request and Reimbursement form please note that information entered on the Request is carried forward into the other forms.

Allow at least ten (10) working days for processing of all payments.

A. Request

The Travel Request form must be completed regardless of whether or not reimbursement from NMIMT is requested or whether another entity is paying for the expense. This completed form serves as evidence that the traveler is an approved official NMIMT business and is thereby covered for liability under NMIMT's agreement with the State of New Mexico General

Department + Enter the traveler's department. 1

Contact + Enter the name and email of the person that should be contacted with any questions regarding the travel request. 1

Index + Six (6) digit Banner Index Code 1

If the trip will be split among more than one index, please make a note on the face of the Travel Request and attach the breakdown on a separate page. If the travel request is encumbered under one index, the index may be modified on the Travel Reimbursement Voucher, but additional indexes may not be added and the split must be done through a Journal Voucher by the department. 1

Account + Six (6) digit Banner Account Code 1

Activity + Enter Banner Activity Code if applicable. 1

Total Estimate + The total estimate is calculated based upon the data entered in the request. All expenses must be included regardless of method of reimbursement. This includes prepayments made by the traveler, prepayments made by NMIMT, and expenses paid by NMIMT purchasing card (PCard). 1 1

Reason for Trip + Provide the reason for the trip and demonstrate that the travel is necessary. Supporting documentation detailing the importance of the travel/or conference must be attached such as a brochure, invitation, registration form, etc. The reason must show the benefit to NMIMT and/or the specific grant/contract being charged. If no documentation is available, specify how information about the trip was obtained (letter, telephone, contract, etc.). Include the following: 1

- o **Brief Title of Meeting or Event** + Provide a brief title of the event or meeting, such as "training for ethics in Albuquerque." 1
- o **Purpose of Trip** – Explain why the travel is necessary and what will be gained by traveling. 1
- o **Benefit to NMIMT** – Explain how the purpose of the travel benefits NMIMT. 1

Complete each section of the Travel Request. Errors in selection will result in

Ground Transportation - Indicate types of ground transportation 1

Airfare - Indicate the method of purchase for the airfare and include the cost of the airfare. 1 1

Mileage - Provide the standard mileage or mapped mileage if using a private vehicle. 1
Attach a map 1

President – The President of NMIMT must approve all international travel, including requests for international travel that do not request reimbursement.

Department Concur Box 1-1

Travel is allowable and funding is available. 1
Appropriate index and account are being used. 1

Once the document has been approved in writing at all levels, Banner will forward the payment 1
for posting. The payment will be made on the next check run. 1 1

G. Receipts

Original receipts are required on all non per diem amounts to be reimbursed. All receipts must 1
be identifiable as to payee, nature, and amount of expenditure and payment. Any required 1
information 1

IV. Per Diem

Per diem, mileage and meal reimbursement rates are either established by the NMIMT 1

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When Traveling on Federal funds (externally funded agreements using Federal funds) it may be required by 49 U.S.C. 40118, commonly referred to as the Fly America Act, to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government. Information is located at the GSA's website <http://www.gsa.gov/po rtal/content/103191>. All other NMIMT Travel Procedures apply. The traveler must provide documentation that the airline meets this requirement.

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Rental vehicle class – Vehicle rental of economy sized car is allowable. Exceptions may be made if there is a valid business need to upgrade to another vehicle type or a larger vehicle. Exceptions must be supported by justification and type in justification is 1y

VII. Registration and Conference Fees

To prepay the registration related to the travel directly to the vendor, enter the name of the vendor and the amount on the Travel Request form, and attach the vendor invoice. The department is responsible for confirming that the Vendor being paid is established in Banner. If a Travel Request is received in the Travel Office without an

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1 Last Revised: July 1, 2021

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Fee or Expense

Customary

If during the sabbatical the faculty member is recalled to campus on NMIMT business, the travel, 1
needed lodging expenses while on campus, and other expenses associated with the trip are 1
allowable. 1

NMIMT will pay such employees a premium equivalent to twenty five percent of their normal hourly pay for each hour worked during such periods. The premium pay will be included in any overtime calculation and will be subject to the following limitations and definitions:

Non exempt hourly employees are those who are paid hourly and are eligible for either overtime premium or overtime compensated absence reimbursement.

Foreign locations are those normally inhabited geographical areas within the boundaries of and under the direct control of recognized foreign governments and at least one hundred (100) kilometers or sixty two (62) miles from any United States border including the borders of United States Territories or protectorates. This definition would not recognize areas such as Guam, Puerto Rico or other United States protectorates or territories as foreign locations. Also excluded would be areas such as Guantanamo Bay Naval Base in Cuba since it is under the direct control of the United States government. Nor would it recognize areas normally not inhabited or not normally directly controlled by foreign governments, such as Antarctica.

Temporary Assignment means for a period of less than thirty days of continuous absence from the employee's normal place of duty.

- o All intended premium pay for temporary (less than thirty days) foreign service must be requested in writing at least two (2) weeks in advance of the employee's departure date. Such requests will include the intended destination, the anticipated dates for the service, the source of funds for all related expenses including travel expenses, and the signature of the NMIMT official having budgetary authority over those funds. These requests will be sent to the Vice President or Associate Vice President who, after approving the request, will forward it to the Payroll Office. No other payroll related forms will be required; however all other employment policies will apply. All travel forms and supporting documentation will be required.

For periods of thirty days or longer prior written approval from the President will be required for any wage adjustment. Requests for such approvals should be submitted in writing to the President's

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XIV. Using Purchasing Card for Travel

The purpose of this section is to establish guidelines necessary to comply with the provisions of 2.42.2 NMAC, the Procurement Code, NMSA 1978, §§ 13, 28 to 1199, the Federal Acquisition Regulations, and 2 CFR 200.1

All Purchasing Cards are open for employee travel related services, and can be used for allowable travel

XV. References

U.S. General Services Administration www.GSA.gov 1

NMIMT Purchasing Manual 1

<https://www.nmt.edu/finance/purchasing/Purchasing%20Manual%20Updated%203.19.18.pdf> 1

NMIMT P Card Policy 1

https://www.nmt.edu/finance/purchasing/N_MT_Purchasing_Card_Policy_Manual.pdf 1

Travel Information Sheet

https://www.nmt.edu/finance/docs/travel/Travel_Rates_and_Other_Information_Sheet_updated_9.13.16.pdf 1

Mileage Calculations NMIMT Rate https://www.nmt.edu/finance/docs/Mileage_072518.pdf 1

Travel Policy https://www.nmt.edu/finance/docs/travel/NMT_TRAVEL_POLICY_Oct_2020.pdf 1

Travel Request and Reimbursement Form

https://www.nmt.edu/finance/docs/travel/NMT_Travel_Request_Reimbursement_v2017.07.25.1.pdf 1

Travel Request Form Instructions <http://www.nmt.edu/finance/travel.php>

Travel Reimbursement Form Instructions <http://www.nmt.edu/finance/travel.php>

Non Employee Travel Expense Procedures <http://www.nmt.edu/finance/travel.php> 1

Travel Estimation Worksheet <http://www.nmt.edu/finance/travel.php> 1

No Receipt Expense Statement <http://www.nmt.edu/finance/travel.php> 1

New Mexico Travel Restrictions https://www.newmexico.org/covid_19/traveler_information/ 1

New Mexico State Governor Executive Orders https://www.governor.state.nm.us/about_the_governor/executive_orders/ 1

New Mexico Department of Health Orders https://cv.nmhealth.org/public_health_orders_and_executive_orders/ 1

US Department of State Travel Advisories

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/> 1

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 1

https://www.ecfr.gov/cgi-bin/text/idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl 1

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B. Federal Per Diem Rates

Travel which is reimbursed from externally sponsored projects funds may be reimbursed at the Federal (GSA) rates, NMIMT rates, or actual lodging expenditures, whichever were proposed and approved in writing by the funding agency. All NMIMT policies and procedures regarding travel reimbursement will apply to travel on all funds including Federal sources.

C. Mileage Rates

Regardless of funding source the