

Travel Reimbursement Checklist – Policy 4030 Travel

- 1. Obtain approval for all international travel -- and domestic travel funded by grants **prior** to travel via **Travel Approval** form. Provide a complete business purpose and how it benefits UNM. Do not merely state that you traveled to (destination) to attend (event); explain why.
- 2. Submit itemized electronic receipts indicating the method of payment used. Credit card or bank statements are encouraged to support payment.
- 3. Submit airline ticket receipt and itinerary. Baggage check receipts are allowable; however premium seating, early boarding and other similar charges are **not** allowable. If you did not fly directly to business destination, provide a quote for business travel dates from a site such as Expedia or Travelocity to document what cost would have been.
- 4. Submit an itemized hotel receipt, indicating payment in full has been made. Reimbursement allowed for “room and tax” charges only. However, internet charges are allowed with documented business need. Room service, In-room movies and bar charges are **not** allowable.
- 5. Receipt(s) for ground transportation (taxi) and/or parking, tolls, etc. are allowable. In lieu of parking, travelers may be reimbursed the cost of transportation to and from the airport (such as by taxi) if it is less than the cost of parking at the airport. Show proper documentation.
- 6. Rental car receipt and related fuel receipts. Do **not** include charges for supplemental insurance coverage, or prepaid fuel with the rental company. **Only use Enterprise or National.**
- 7. It is required to include a copy of the conference flyer/brochure along with your request. (The website advertisement/posting is acceptable to support your travel.)
- 8. If you are requesting per diem, indicate if any meals were provided at the conferences. A copy of the flight itinerary must always accompany this request. Federal rates will be obtained and applied for per diem. Start and End dates of travel are now reimbursed at 75% of total per diem.
- 9. If you are driving due to personal preference, provide documentation from Expedia or Travelocity of what the cost of a flight would have been during those business travel dates. You will either receive the mileage or the cost of the airfare depending on which is lower.
- 10. Please submit **Travel Reimbursement Request** form to fiscal staff to initiate the reimbursement. Note that a **Foreign Source Statement** form will also need to be submitted upon completion of all international travel.