

Per Diem Changes

Doug Nelson, Manager
Unrestricted Accounting
Presented to FANG
November 2, 2011

Important Dates

- o December 16, 2011 (Friday)
 - o Travel DPEZ paperwork must be received by 5:00 pm in the Financial Services accounting office to be considered under the current travel policy and per diem rates
 - o If disapproved, the DPI will need to be resubmitted under the revised travel policy and per diem rates
- o January 1, 2012
 - o Revised Travel policy and per diem rates goes into effect

New Per Diem Rates

- o In-State Travel
 - o New Mexico rate changes to \$46 per day
 - o Regardless of destination
 - o State Appropriations can only pay \$30, although the traveler can be reimbursed up to \$46
- o Out of State Travel (including Foreign Travel)
 - o Applicable Federal Per Diem rate
 - o State Appropriations can only pay \$45, although the traveler can be reimbursed up to the Federal rate

New Account Codes

- o In State Travel

 - 3805 – Instate Travel-Per Diem State \$

 - 3810 – Instate Travel-Per Diem Non State \$

- o Out of State Travel

 - 3825 – Out state Travel-Per Diem State \$

 - 3830 – Out state Trvl-Per Diem Non State \$

How to

- o Banner Form FZADPEZ to be modified to incorporate new per diem account codes
- o Programming changes to automatically allocate per diem amounts to comply with Regent's policy amendment
- o More information to follow as revisions to programming is developed

Training and Assistance

- o LEARN Sessions – tentatively scheduled for
December 5th – HSC
December 7th – Main Campus
- o EOD Course
Travel Policies and Procedures – Course 385
Next session - December 13th
More Sessions offered in January 2012

Comments

- o Revised Policy 4030 to be posted on the policy website in the next week
<http://www.unm.edu/~ubppm/>
- o Communications and updates will be sent out through FSSC list-serv
- o More questions than answers at this point