



THE UNIVERSITY of
NEW MEXICO
Financial Services

Travel Policy Per Diem Update

December 7 & 8, 2011

Laura Putz

*Manager, Unrestricted
Accounting, HSC*

Important Dates

- o December 16, 2011
 - o Travel DPIs must be received by 5:00 PM in the Financial Services Office to be considered under the current travel policy and per diem rules
 - o If disapproved, the DPI will need to be resubmitted under the revised travel policy and per diem rules

Important Dates

- o December 16, 2011
 - o FZADPEZ form disabled for Department use at 5:00 PM. No modifications can be made to DP-EZ documents
- o December 22, 2011
 - o Unapproved Travel DPs disapproved by Financial Services and returned to initiator

Important Dates

- o January 1, 2012
 - o Revised Travel policy and per diem rules goes into effect
- o January 3, 2012
 - o FZADPEZ reactivated for department use at 8:00 AM

Resources

- o EOD Classes to be offered
- o Register for “Travel Per Diem Update”
- o January/February classes are scheduled:
 - Time: 8:30 am - 10:30
 - Place: UNM Business Center
(Corner of Lomas and University)
 - Dates: January 12, 2012
January 19, 2012
January 24, 2012
February 1, 2012

Travel Per Diem Reimbursements



Timely Submissions

Section 3 – Reimbursements

The completed DPA Form and attachments must be sent to the applicable Financial Services accounting office for approval as soon as possible, but no longer than **twenty (20) business days** after completion of the travel.

In State Travel Per Deim

- o For **in state travel**, per diem charts are no longer used.
- o For in state travel, the maximum per diem amount that may be reimbursed is \$46.

What about out of State Travel?

- o There is NO CHANGE to the amount for **out of state** travel per diem reimbursements.

Out of
State



What about Contracts & Grants?

- o The only change for *in state* travel per diem is the amount. Only \$46/day may be reimbursed on your contract or grant for per diem expenses incurred in state.

In
State = Max.
\$46/day

What about Contracts & Grants?

- Out of state reimbursements will be made as before. The amount will continue to be the Federal per diem amount.

No Change

What's the catch?

- o In State Travel – reimbursement from “state funds” limited to \$30 per day, balance to be paid by “institutional funds”.
- o Out of State Travel – reimbursement from “state funds” limited to \$45 per day, balance to be paid by “institutional funds”.

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 \$

- o Foreign Travel

 - 3841 - Foreign Travel-Per Diem State \$

 - 3842 - Foreign Trvl-Per Diem Non State \$

In State, Out of State, and Foreign Travel

- o Each of these types of travel now requires a separate DPI.
- o When submitting multiple DPIs for same trip, (generally foreign travel) best practice is to submit together and reference other DPI.

**Separate Travel into
different DPIs**

Use the Same Account Code you have been using!

- o DPIs will have per diem amounts automatically moved to these accounts when it is appropriate.
- o When reconciling your travel expense accounts you need to recognize the splitting of per diem expense when the document posts.

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

In State Travel

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Direct Pay EZ Form FZADPEZ 8.0 (DEVL)

DP-EZ Code* DZ0403320 DPI#

Payee Type*

Payment Type*

Payee

Check Payee Find%

Address Type Code

Address Line1

Address Line2

Address Line3

Payment Due Date

Direct Deposit Status

Special Handling

Originator Net Id

Originator Name

Originator Dept

Originator Title

Originator Phone*

Dept Head /

Payee Supervisor Name

Dept Head /

Payee Supervisor Title

City

State Zip

Nation

Complete Indicator

Cancel Indicator

Payee Type List of Values (FZVPAYE) X

Payee Type

- UNM Employee
- UNM Student
- UNM Foreign Student
- US Individual or US Company
- Foreign Individual or Foreign Compar

Find

Choices in list: 5

Record: 1/1 | ... | List of Valu... | <OSC>

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Direct Pay EZ Form FZADPEZ 8.0 (DEVL)

DP-EZ Code* DZ0403320 New DP-EZ DPI#

Payee Type* Y1 UNM Employee

Payment Type*

Payee **Payment/Reimbursement Type**

Check Payee

Address Type Code

Address Line1

Address Line2

Address Line3

Payment Due Date

Direct Deposit Status

Special Handling

Originator Net Id

Originator Name

Originator Dept

Originator Title

Originator Phone*

Dept Head /

Payee Supervisor Name

Dept Head /

Payee Supervisor Title

City

State Zip

Nation

Complete Indicator N

Cancel Indicator N

Find%

Payment Type

- Athletic Game Officiating
- Books, Periodicals
- Conference Registrations
- Damages or Settlements
- Dues, Fees
- Goods
- Moving Expenses
- Notary Public Applications
- Participant Fees
- Refunds
- Royalties
- Travel**
- Travel Advance Request

Find OK Cancel

In State Travel

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Direct Pay EZ Form FZADPEZ 8.0 (DEVL)

DP-EZ Code*	DZ0403320	New DP-EZ	DPI#	
Payee Type*	Y1	UNM Employee		
Payment Type*	P20	Travel		
Payee	100044597	Montoya, Lois		
Check Payee				
Address Type Code	MA	Seq # 4		
Address Line1	PO Box 81271	City	Albuquerque	
Address Line2		State	NM	Zip 87198-1271
Address Line3		Nation		
Payment Due Date				
Direct Deposit Status	<input checked="" type="checkbox"/> Y	Override Direct Deposit, Issue check	<input type="checkbox"/>	
Special Handling	None	Activity Date		
Originator Net Id	TSHOE			
Originator Name	Shoebbotham, Terry E			
Originator Dept	258A	Unrestricted Accounting HSC Office		
Originator Title	Business Management Specialist			
Originator Phone*	272-0865			
Dept Head / Payee Supervisor Name	Laura Putz	Complete Indicator	N	
Dept Head / Payee Supervisor Title	Manager, Unrestricted Accounting	Cancel Indicator	N	

In State Travel

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Commodity Information FZADPEZ 8.0 (DEVL)

Travel / Other Meals Lodging Other

Travel / Honorarium

DP-EZ	Seq#	Destination	Departure Date & Time*	Return Date & Time*	Business Purpose*	Additional Information
DZ0403320		Santa Fe, NM	11/28/2011 06:00 AM	12/01/2011 09:00 PM	Medicine Practices in Rural Communities	

Travel / Honorarium Details

Detail Seq#	Payment Category*	Trans Date	Explanation	Amount	Travel Advance Source

In State Travel

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Commodity Information FZADPEZ 8.0 (DEVL)

Travel / Other Meals Lodging Other

Meal Details

DP-EZ			Number of	Number of	Number of	Per Diem
Code	Seq#	Destination	Breakfasts	Lunches	Dinners	Rate
DZ0403320	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Computed Meal Total

Amount

In State Travel

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Commodity Information FZADPEZ 8.0 (DEVL)

Travel / Other Meals Lodging Other

Meal Details

DP-EZ Code	Seq#	Destination	Number of Breakfasts	Number of Lunches	Number of Dinners	Per Diem Rate
DZ0403320						

Computed Meal Total

Amount

DEST_LOV

Find nm%

- D
- NM Las Cruces
- NM Taos
- NM Santa Fe

Find OK Cancel

In State Travel

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Commodity Information FZADPEZ 8.0 (DEVL)

Travel / Other **Meals** Lodging Other

Meal Details

DP-EZ Code	Seq#	Destination	Number of Breakfasts	Number of Lunches	Number of Dinners	Per Diem Rate
DZ0403320	2	NM Santa Fe	4	4	4	46

Computed Meal Total

Amount

184.00

In State Travel

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Rollback ng Distribution FZADPEZ 8.0 (DEVL)



Total Amount to be Paid/Reimbursed : 184.00

Accounting Total : 184.00

Balance to be Allocated : 0.00

Accounting Information

DP-EZ Code	DZ0403320	Seq#	1
Activity Date	02-DEC-2011 12:00:00 AM		
Net Id	TSHOE		
Fiscal Year	12		
Fiscal Period	06		
Index Code*	258000	Unrestricted Acct HSC Admin	
Fund Code	3U0044	HU I and G	
Organization Code	258B	Unrestricted Accounting HSC	
Program Code	P131	Institutional Support	
Activity Code	GNACTV	General Activity	
Location Code			
Acct Code*	3800	In State Travel Gen	
Amount*	184.00		

Complete :  In Process : 

In State Travel



Direct Pay Approval Form

DPI #: I0745515

DP-EZ #: DZ0403320

Travel

UNM Employee

You have opted to receive a 'Direct Deposit' for this payment or reimbursement.

Payee: Lols Montoya

Date: 12/02/2011

Banner ID: 100044597

Requestor Department: Unrestricted Accounting HSC Office

Section I Accounting		Account	Account Description	Fund	Amount
Index Code	Index Description	Code			
258000	Unrestricted Joint HSC Admin	3800	In State Travel Gen	3U0044	\$184.00
Total Amount to be Paid / Reimbursed:					\$184.00

Section II. Travel Details

Destination	Departure	Return
	Date / Time	Date / Time
Santa Fe, NM	11/28/11 06:00 AM	12/01/11 09:00 PM
Business Purpose: Attend Business Conference and Present a Paper on Internal Medicine Practices in Rural Communities		
Additional Information:		

Section III. Meal Per Diem (less provided meals)

Destination	Per Diem	Breakfast		Lunch		Dinner		Meals @ Destination			
		#	Rate	Total	#	Rate	Total		#	Rate	Total
NM Santa Fe	\$46.00	4	\$9.20	\$36.80	4	\$11.50	\$46.00	4	\$25.30	\$101.20	\$184.00
Meals Total:										\$184.00	
Total Itemized Amount:										\$184.00	

Section IV

I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that any travel associated with the above expenses has been completed for the stated UNM Business Purpose.

Payee's Name: Lols Montoya

Payee's Signature

Printed Name

Dean, Director or Department Head's, Supervisor's, or PI's signature (as applicable per Policy 4030.3)

Requestor: Shoebotom, Terry E

Requestor's Title: Business Management Spec

Requestor's Phone: 272-0865

Please forward a printed copy of this request, along with original backup documentation, to the following office(s).

In State Travel

Behind the scenes

- o Per Regent's Policy, Section 7.7, state funding of per diem for in state travel cannot exceed \$30 per day.
- o New account codes will be used to track state and non-state portion of the per diem expense.
- o All amounts will post to index code.
- o The per diem amounts REMOVED from account 3800, and divided (automatically) between "3805- State" and "3810-non state" account codes created for per diem expenditures.

Document : I0745515 Multiple Direct Pay

Vendor: 100044597 Montoya, Lois Vendor Hold

Commodity Record Count: 1 Commodity: Document Acctg Distribution
Accounting Record Count: 3 Transaction Date: 02-DEC-2011 Item: 0
Sequence: 1

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
U	12	258000	3U0044	258B	3805	P131	GNACTV			

Bank: 04 Disbursements-Accounts Payable Income Type:

4 days at \$30-State portion

	Commodity	Accounting
Approved:	184.00	120.00
Discount:	0.00	0.00
Tax:	0.00	0.00
Additional:	0.00	0.00
Net:		120.00

-----Indicators-----
 Partial/Total Liquidation:
 NSF Override:
 Suspense: N
 NSF Suspense: N

Document : I0745515 Multiple Direct Pay

Vendor: 100044597 Montoya, Lois Vendor Hold

Commodity Record Count: 1

Commodity: Document Acctg Distribution

Accounting Record Count: 3

Transaction Date: 02-DEC-2011 Item: 0

Sequence: 2

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
U	12	258000	3U0044	258B	3810	P131	GNACTV			

Bank: 04 Disbursements-Accounts Payable

Income Type:

4 days at \$16-Non-State funded portion

	Commodity	Accounting
Approved:	184.00	64.00
Discount:	0.00	0.00
Tax:	0.00	0.00
Additional:	0.00	0.00
Net:		64.00

-----Indicators-----

Partial/Total Liquidation:
 NSF Override:
 Suspense: N
 NSF Suspense: N

Document : I0745515 Multiple Direct Pay
 Vendor: 100044597 Montoya, Lois Vendor Hold

Commodity Record Count: 1 Commodity: Document Acctg Distribution
 Accounting Record Count: 3 Transaction Date: 02-DEC-2011 Item: 0
 Sequence: 3

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
U	12	258000	3U0044	258B	3800	P131	GNACTV			

Bank: 04 Disbursements-Accounts Payable Income Type:

	Commodity	Accounting
Approved:	184.00	0.00
Discount:	0.00	0.00
Tax:	0.00	0.00
Additional:	0.00	0.00
Net:		0.00

-----Indicators-----
 Partial/Total Liquidation:
 NSF Override:
 Suspense: N
 NSF Suspense: N

In State Travel

Oracle Developer Forms Runtime - Web: Open > FZIDPEZ

File Edit Options Block Item Record Query Tools Help

Accounting Distribution FZIDPEZ 8.0 (DEVL)

Total amount to be paid/reimbursed : 46.00
Accounting Total : 46.00
Balance to be allocated : 0.00

Accounting Information

DP-EZ Code DZ0403275 Seq# 1
Activity Date 28-NOV-2011 12:00:00 AM
Net Id JSAND
Fiscal Year 12
Fiscal Period 05

Index Code* 594002
Fund Code 2U0224
Organization Code 594B
Program Code P131
Activity Code GNACTV
Location Code
Acct Code* 3800 In State Travel Gen
Amount* 46.00

In State Travel

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help



Organization Budget Status Form FGIBDST 8.5 (DEVL)

Chart: U
 Fiscal Year: 12
 Index: 594002

Query Specific Account
 Include Revenue Accounts

Commit Type: Both

Organization: 594B Finance Sys Mngt Support
 Fund: 2U0224 MU I & G
 Program: P131 Institutional Support
 Account:
 Account Type:
 Activity: GNACTV General Activity
 Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
31K0	E Postage Gen	0.00	4.92	0.00	-4.92
31L0	E Printing Supplies Gen	150.00	0.00	0.00	150.00
3800	E In State Travel Gen	0.00	0.00	0.00	0.00
3805	E Instate Travel-Per Diem Sta	0.00	30.00	0.00	-30.00
3810	E Instate Travel-Per Diem No	0.00	16.00	0.00	-16.00
3820	E Out Of State Travel Gen	2,500.00	1,061.60	0.00	1,438.40
6000	E Telecom Charges Gen	1,500.00	340.73	0.00	1,159.27
6060	E Voice Mail Box Gen	200.00	55.16	0.00	144.84
6080	E Cellular Charges Gen	4,200.00	695.00	1,680.00	1,825.00
6300	E Alarm System Gen	0.00	25.00	0.00	-25.00
63A0	E Conference Fees Gen	2,500.00	1,400.00	0.00	1,100.00
63J0	E Legal Services Gen	1,500.00	3,124.91	0.00	-1,624.91
Net Total:		0.00	488,299.38	422,298.32	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List

Out of State Travel

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Direct Pay EZ Form FZADPEZ 8.0 (DEVL)

DP-EZ Code*	DZ0403321	New DP-EZ	DPI#	
Payee Type*	Y1	UNM Employee		
Payment Type*	P20	Travel		
Payee	100044597	Montoya, Lois		
Check Payee				
Address Type Code	MA	Seq # 4		
Address Line1	PO Box 81271	City	Albuquerque	
Address Line2		State	NM	Zip 87198-1271
Address Line3		Nation		
Payment Due Date				
Direct Deposit Status	Y	Override Direct Deposit, Issue check		<input type="checkbox"/>
Special Handling	None	Activity Date		
Originator Net Id	TSHOE			
Originator Name	Shoebbotham, Terry E			
Originator Dept	258A	Unrestricted Accounting HSC Office		
Originator Title	Business Management Specialist			
Originator Phone*	272-0865			
Dept Head / Payee Supervisor Name	Laura Putz	Complete Indicator		N
Dept Head / Payee Supervisor Title	Manager, Unrestricted Accounting	Cancel Indicator		N

Out State Travel

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Commodity Information FZADPEZ 8.0 (DEVL)

Travel / Other Meals Lodging Other

Travel / Honorarium

DP-EZ			Departure	Return		
Code	Seq#	Destination	Date & Time*	Date & Time*	Business Purpose*	Additional Information
DZ0403321		Ft. Gordon, GA	11/23/2011 06:00 AM	12/01/2011 09:00 PM	Medicine practices in rural communities.	

Travel / Honorarium Details

Detail	Payment	Trans			Travel
Seq#	Category*	Date	Explanation	Amount	Advance Source

Out of State Travel

Commodity Information FZADPEZ 8.0 (DEVL)

Travel / Other Meals Lodging Other

Meal Details

DP-EZ Code	Seq#	Destination	Number of Breakfasts	Number of Lunches	Number of Dinners	Per Diem Rate
DZ0403322	2	AK All Locations	4	4	4	130

Computed Meal Total

Amount: 204.00

DEST_LOV

Find GA%

D	Prate
GA Atlanta	56
GA Atlanta	56
GA Atlanta	56
GA Augusta	51
GA Brunswick	56
GA Jekyll Island	56

Find OK Cancel

Travel / Other Meals Lodging Other

Meal Details

DP-EZ Code	Seq#	Destination	Number of Breakfasts	Number of Lunches	Number of Dinners	Per Diem Rate
DZ0403322	2	GA Augusta	4	4	4	71

Computed Meal Total

Amount
204.00

University of New Mexico Travel Voucher



Per Diem cannot be greater than 51

OK

Find the County if the City is not Listed

UNM Unrestricted Accounting, Main - Windows Internet Explorer

http://www.unm.edu/~gacctng/travel.html

Convert Select

Search

Calif... 44°F

UNM Unrestricted Accounting, Main

Forms

- Account Codes
- Internal Service Centers
- SPQ Process
- Petty Cash
- Big Red
- Taxation

Offices of Financial Services

Quick Links

- [UNM Policies and Procedures](#)

All requests for Travel Advances are to be made via the form FZADPEZ in Banner. [Click here](#) for a summary of the procedures.

Many procedures related to the processing of Travel documents have changed since the implementation of Banner Finance on 7/1/2004. There have been Policy changes as well, and there are New and Different resources available to assist you in processing Travel documents. The "Travel Policies and Procedures" workshop includes complete training on this new process. If you have not taken this workshop since "FRS" days, we highly recommend attending a session at your earliest convenience. [Click here](#) for information on the class schedule, and to register. *Thank You!!*

UNM Travel Policy

- [New Mileage Rate](#)
- [Policy 4030](#)
- [New Mexico Mileage Chart #1](#)
- [New Mexico Mileage Chart #2](#)

Travel Policy Workshop

- [When is the next Travel Workshop?](#)
- [Workbook for Travel Policy Workshop](#)

Travel Procedures & Forms

- [Checklist for Travelers](#)
- [Direct Pay Training Lab \(FIN AP 201\) Workbook](#)
- [Fast Info on how to create a Travel DPEZ](#)
- [How to request a Travel Advance](#)
- [Insurance Coverage While Traveling](#)
- [Mileage Odometer Report](#)
- [Per Diem Calculation Grid](#)
- [Procedures for Lost/Missing Receipt](#)
- [Travel Procedures for Independent Contractors & Foreign National](#)
- [Vehicle Rental Price Agreements](#)

Useful Information

- [Cost of Driving vs. Flying](#)
- [Currency Converter](#)
- [IRS Per Diem Chart](#)
- [Map Quest - Driving Directions & Distance](#)
- [Meal & Incidental Expenses \(M&IE\) per diem rates](#)
- [Per Diem Rate Determination Flowchart](#)
- [What county is it in?](#)

[Back to top](#)

Out of State Travel

City-County Search - Windows Internet Explorer

http://www.naco.org/Counties/Pages/CitySearch.aspx

NACO National Association of Counties
The Voice of America's Counties

Home | Contact Us | Join NACO | Site

SEARCH

About Counties | About NACO | Legislation & Policy | Meetings & Education | News Room | Solutions Center | Research & Publications

Find A County

- City-County Search
- County Seats
- Counties with Elected Executive
- Coastal Counties

Learn About Counties

- Overview of County Government
- History of County Government
- Research County Names

Tell the Public What Counties Do

- County Government Works Campaign
- National County Government Month

Counties Work Game

Code of Ethics

Publications

- County Management & Structure
- Health Human Services and Justice
- Environment and Infrastructure

NACO > About Counties

City-County Search

- Find the county a city is located in by either browsing through all the cities for a selected state or by typing the name of the city in the space provided.
- Find the county and city for a particular zip code.
- View a list of cities within a particular county.
- To report any updates, corrections or ask a question regarding City-County Search, please send your inquiries to apowell@naco.org.

Related Links

- [USPS Zip Code Lookup](#)
- [Zipinfo.com](#)
- [US Census](#)

City Search

Search For County by Name of City

City Name:

Enter the name of a city then search for the county in which that city resides.

Search For County by Zip Code

Zip Code:

Enter a zip code then search for the county that zip code is located in.

Out of State Travel

Find A County

- City-County Search
- County Seats
- Counties with Elected Executive
- Coastal Counties

Learn About Counties

- Overview of County Government
- History of County Government
- Research County Names

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- National County Government Month

Counties Work Game

Code of Ethics

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- Health Human Services and Justice
- Environment and Infrastructure

[NACO](#) > About Counties



City-County Search

- Find the county a city is located in by either browsing through all the cities for a selected state or by typing the name of the city in the space provided.
- Find the county and city for a particular zip code.
- View a list of cities within a particular county.
- To report any updates, corrections or ask a question regarding City-County Search, please send your inquiries to apowell@naco.org.

Related Links

- [USPS Zip Code Lookup](#)
- [Zipinfo.com](#)
- [US Census](#)

City Search



One City by the name of "Fort Gordon" was located.

State	Place	Type of Place	County
GA	Fort Gordon		Augusta-Richmond County

Out of State Travel

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Commodity Information FZADPEZ 8.0 (DEVL)

Travel / Other Meals Lodging Other

Meal Details

DP-EZ Code	Seq#	Destination	Number of Breakfasts	Number of Lunches	Number of Dinners	Per Diem Rate
DZ0403321		AK All Locations				130

Computed Meal Total

Amount

DEST_LOV

Find GA%

- D
- GA Atlanta
- GA Augusta
- GA Brunswick

Find OK Cancel

Out of State Travel

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Commodity Information FZADPEZ 8.0 (DEVL)

Travel / Other **Meals** Lodging Other

Meal Details

DP-EZ Code	Seq#	Destination	Number of Breakfasts	Number of Lunches	Number of Dinners	Per Diem Rate
DZ0403321	1	GA Augusta	4	4	4	51

Computed Meal Total

Amount
204.00

Out of State Travel

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Accounting Distribution FZADPEZ 8.0 (DEVL)

Total Amount to be Paid/Reimbursed : 204.00

Accounting Total :

Balance to be Allocated : 204.00

Accounting Information

DP-EZ Code DZ0403322 Seq#

Activity Date 02-DEC-2011 11:51:14 AM

Net Id TSHOE

Fiscal Year 12

Fiscal Period 06

Index Code* 258000 Unrestricted Acct HSC Admin

Fund Code 3U0044 HU I and G

Organization Code 258B Unrestricted Accounting HSC

Program Code P131 Institutional Support

Activity Code GNACTV General Activity

Location Code

Acct Code* 3820 Out Of State Travel Gen

Amount* 204.00

Complete : In Process :

Travel / Other Meals Lodging Other

Travel Departure/Arrival

DP-EZ Code	Seq#	Destination	Departure Date & Time	Return Date & Time	Business Purpose*	Additional Information
DZ0403308	1	Las Vegas, NV	11/11/2011 09:00 AM	11/13/2011 11:59 PM	To attend IT conference	

Travel Details

Detail Seq#	Payment Category*	Trans Date	Explanation	Amount	Travel Advance Source
1	Out-of-pocket	11/15/2011		75.00	

Travel / Other

Meals

Lodging

Other

Meal Details

DP-EZ Code	Seq#	Destination	Number of Breakfast	Number of Lunch	Number of Dinner	Per Diem Rate
DZ0403308	2	NV Las Vegas	2	3	3	71

Computed Meal Total

Amount
198.80

Out of State Per Diem Accounting Example



Direct Pay Approval Form

DPI #: 10745512

Page Display

DP-EZ #: DZ0403308

Travel

UNM Employee

You have opted to receive a "Direct Deposit" for this payment or reimbursement.

Payee: Parveen Nagji

Date: 12/05/2011

Banner ID: 100005501

Requestor Department: ITS Computing Services

Section I Accounting		Account	Account Description	Fund	Amount
Index Code	Index Description	Code			
594002	113207-Finance Systems Management	3820	Out Of State Travel Gen	2U0224	\$573.80
Total Amount to be Paid / Reimbursed:					\$573.80

Section II. Travel Details

Destination	Departure	Return
	Date / Time	Date / Time
Las Vegas, NV	11/11/11 09:00 AM	11/13/11 11:59 PM
Business Purpose: To attend IT conference		
Additional Information:		

Section III. Meal Per Diem (less provided meals)

Destination	Per Diem	#	Breakfast		Lunch		Dinner		Meals @ Destination
			Rate	Total	Rate	Total	Rate	Total	
NV Las Vegas	\$71.00	2	\$14.20	\$28.40	\$17.75	\$53.25	\$39.05	\$117.15	\$198.80
Meals Total:									\$198.80

Section IV. Lodging (per diem or actual)

Destination	Day(s)	Per Diem	Actual	Lodging @ Destination
las vegas	2	\$0.00	\$150.00	\$300.00
Lodging Total:				\$300.00

Section V. Travel / Other Expenses

11/15/2011	Out-of-pocket	\$75.00
Travel / Other Expenses:		\$75.00
Total Itemized Amount		\$573.80

Out of State Travel

Behind the Scenes

- o Per Regent's Policy, Section 7.7, state funding of out of state travel per diem cannot exceed \$45 per day.
- o New account codes will be used to track state and non-state portion of the per diem expense.
- o All amounts will post to index code.
- o The per diem amounts REMOVED from account 3820, and divided (automatically) between "3825- State" and "3830-non state" account codes created for per diem expenditures.

Document : I0745512 Multiple Direct Pay

Vendor: 100005501 Nagji, Parveen Z. Vendor Hold

Commodity Record Count: 1 Commodity: Document Acctg Distribution
 Accounting Record Count: 3 Transaction Date: 01-DEC-2011 Item: 0
 Sequence: 1

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
U	12	594002	2U0224	594B	3825	P131	GNACTV			

Bank: 04 Disbursements-Accounts Payable

Income Type:

	Commodity	Accounting
Approved:	573.80	125.24
Discount:	0.00	0.00
Tax:	0.00	0.00
Additional:	0.00	0.00
Net:		125.24

-----Indicators-----
 Partial/Total Liquidation:
 NSF Override:
 Suspense: N
 NSF Suspense: N

Next Record

Document : I0745512 Multiple Direct Pay

Vendor: 100005501 Nagji, Parveen Z. Vendor Hold

Commodity Record Count: 1 Commodity: Document Acctg Distribution
 Accounting Record Count: 3 Transaction Date: 01-DEC-2011 Item: 0
 Sequence: 2

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
U	12	594002	2U0224	594B	3830	P131	GNACTV			

Bank: 04 Disbursements-Accounts Payable Income Type:

	Commodity	Accounting
Approved:	573.80	73.56
Discount:	0.00	0.00
Tax:	0.00	0.00
Additional:	0.00	0.00
Net:		73.56

-----Indicators-----
 Partial/Total Liquidation:
 NSF Override:
 Suspense: N
 NSF Suspense: N

Document : I0745512 Multiple Direct Pay

Vendor: 100005501 Nagji, Parveen Z. Vendor Hold

Commodity Record Count: 1 Commodity: Document Acctg Distribution
 Accounting Record Count: 3 Transaction Date: 01-DEC-2011 Item: 0
 Sequence: 3

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
U	12	594002	2U0224	594B	3820	P131	GNACTV			

Bank: 04 Disbursements-Accounts Payable

Income Type:

	Commodity	Accounting
Approved:	573.80	375.00
Discount:	0.00	0.00
Tax:	0.00	0.00
Additional:	0.00	0.00
Net:		375.00

-----Indicators-----
 Partial/Total Liquidation:
 NSF Override:
 Suspense: N
 NSF Suspense: N

Chart: U
 Fiscal Year: 12
 Index: 594002

Query Specific Account
 Include Revenue Accounts

Commit Type: Both

Organization: 594B Finance Sys Mngt Support
 Fund: 2U0224 MU I & G
 Program: P131 Institutional Support
 Account:
 Account Type:
 Activity: GNACTV General Activity
 Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
31C0	E Dues Memberships Gen	130.00	0.00	0.00	130.00
31J0	E Parking Permits Gen	150.00	150.00	0.00	0.00
31K0	E Postage Gen	0.00	4.92	0.00	-4.92
31L0	E Printing Supplies Gen	150.00	0.00	0.00	150.00
3800	E In State Travel Gen	0.00	0.00	0.00	0.00
3805	E Instate Travel-Per Diem Sta	0.00	30.00	0.00	-30.00
3810	E Instate Travel-Per Diem No	0.00	16.00	0.00	-16.00
3820	E Out Of State Travel Gen	2,500.00	1,436.60	0.00	1,063.40
3825	E Out State Travel-Per Diem	0.00	125.24	0.00	-125.24
3830	E Out State Trvl-Per Diem No	0.00	73.56	0.00	-73.56
6000	E Telecom Charges Gen	1,500.00	340.73	0.00	1,159.27
6060	E Voice Mail Box Gen	200.00	55.16	0.00	144.84
Net Total:		0.00	486,282.88	422,298.32	

Summary



Amount to charge:

- o Travel per diem maximum reimbursements after 12/16/11 for IN STATE TRAVEL is \$46
- o Regardless of travel destination

In State = Max.
\$46/day

Amount to charge:

- o The Federal per Diem rate for OUT OF STATE or FOREIGN travel remains the same.

Out of
State



In State, Out of State, and Foreign Travel

- o Each of these types of travel now requires a separate DPI.

**Separate Travel into
different DPIs**

Meals Tab

- Has received programing changes.
- The “Meals” tab has a new drop down to assist in per diem rate selection.
- You will be able to navigate through this tab if you are used to completing DPIs.
- Several instructor led classes explaining these changes in detail have been scheduled in January and February.

Remember

- o FZADPEZ form will be disabled at 5:00 PM on Friday, December 16th. Access will be re-established on Tuesday, January 3rd.
- o Any travel related DPIs not received in Financial Services, with all required documentation, by 5:00 PM on Friday December 16th will be returned to be processed under the new Policy.

Timely Travel Submission

- o The number of business days to submit a travel DPI has increased to 20. (It was 15)
- o Travel DPIs submitted more than 20 days will require a memo from the traveler signed by the Dean explaining why the DPI was late.

Classes explaining the per diem policy change

o January/February classes are now scheduled:

Time: 8:30 am - 10:30

Place: Petrovich Business Center
(Corner of Lomas and University)

Dates: January 12, 19, 24
February 1, 2012

**Register for these classes in Learning
Central**



Bon Voyage

