

Checklist for Travelers

Receiving prompt travel reimbursements are dependant on the traveler providing complete, accurate documentation of the trip, in a timely fashion. The following checklist will assist the traveler in knowing what information to collect and provide.

Original receipts for all allowable expenditures being claimed for reimbursement must be provided:

- Airline ticket receipt and itinerary (printout of on-line receipt is allowable if form of payment is indicated). It is preferable that airline tickets are paid for via UNM purchasing card.
- Itemized hotel receipt, indicating payment in full has been made. This should reflect a “single-room rate”. Include explanations for any other occupants of the room.
- Telephone calls. Business calls and a “safe call home” are allowed. Identify these on the receipt.
- Receipts for ground transportation and/or parking, tolls, etc.
- Rental car receipt and related fuel receipts. Explanation should be included if UNM contracted vendors are not being used. When using contracted vendors, insurance is included in the contracted rate.
- Conference/event registration fee receipt. Method of personal payment should be noted. Note that conference fees can also be paid for with p-card.
- Include a copy of the conference brochure so that included meals can be verified, etc.
- Any other necessary business expenses incurred during trip. These should be fully explained in the travel DPEZ.

When driving:

- If a personal vehicle was used on the trip, keep track of beginning and ending odometer readings.
- Miles claimed may not include personal travel or commuting.
- Note that if travel is within New Mexico, the UNM mileage chart should be used.
- Any mileage claimed in excess of the standard mileage must be explained.
- When traveling out of state, mileage claimed in lieu of flying may not exceed the cost that would have been incurred if the traveler had flown. Please provide documentation of what the round-trip airline ticket price would have been.

Please refer to UNM Travel Policy 4030 for complete information.