

Procedures for Non-Employees Travel Reimbursements

Purpose

To establish procedures for requesting, approving and reimbursing non-employee's travel expenses. This process does not apply to CNM consultants or vendors for whom a Purchase Order exists for both services and travel expenses.

Travel related to CNM business must comply with the reimbursement rates established in New Mexico State Statute and regulations, CNM Governing Board Policy and The Source Procedure, IS-2512, Travel.

Approval Procedures

1. Complete Part 1-Travel Pre-Approval of the CNM Non-Employee Travel Form. Explain the reason for the visit and obtain signatures from the Travel Coordinator and Control Agent. This form will be submitted with the travel reimbursement package.
2. A completed Form W-9 is required from the traveler. Submit the completed W-9 Form and copy of the Travel Pre-Approval (Part 1) to the CNM Purchasing Department. With this documentation, Purchasing will create a vendor code in the Banner System to allow for payment to be made to traveler.

Travel Arrangements

1. The non-employee traveler may arrange all transportation such as air, automobile and hotel. It is in the best interests of the College for travel arrangements to be made as early as possible to take advantage of discounts on airfare and hotels. Reimbursements will be made at the lowest reasonable costs.
 - a. In some cases, CNM may make airfare arrangements on behalf of the non-employee traveler. Per CNM travel procedures, a completed Travel Request form will be needed in this case.
 - b. In certain circumstances, funding sources (i.e. grants) may limit allowable travel expenses, and this will be communicated to the non-employee traveler prior to scheduling arrangements.

Travel Expenses

1. Actual Meal and Lodging Expenses

Actual meal and lodging expenses must be within maximum rates determined by the CNM Governing Board Policy. Original itemized receipts are required for all reimbursements.

- a. Reasonable actual lodging expenses, including taxes and fees, may not exceed \$250 per day for a single room.
- b. Meal expenses may not exceed \$30 in New Mexico and \$45 out-of-state (out of New Mexico) per day.
- c. Credit card summary receipts are not acceptable. Original itemized receipts must be submitted for reimbursement, even for meal expenses that are charged to hotel/lodging bill.
- d. No alcohol will be reimbursed.

2. Vehicle Rental

Vehicles must be rented in accordance with CNM Governing Board Policy. The need for vehicle rental shall be justified and documented on the Travel Pre-Approval Form (Part 1).

3. Other Expenses

- a. Original receipts or other appropriate documentation, including an itemized statement of expenses, signed and dated by traveler, are required for reimbursement of reasonable expenses regarding ground transportation, tips other than in conjunction with meals, parking fees and other incidental expenses in excess of \$8.00 per day or \$40 per-trip-maximum. Reasonable actual costs which exceed \$40 per trip may be reimbursed if adequate documentation is provided.
- b. Documentation for ground transportation should state “from” designation and “to” destination on the receipt.
- c. Ground transportation to and from the airport is reimbursed unless the hotel provides free shuttle service.

Reimbursement and Reconciliation

1. Within 30 calendar days of the trip, the traveler will submit all original receipts to the department Administrative Coordinator or Travel Coordinator for processing of payment.
2. The Administrative Coordinator or Travel Coordinator will reconcile all receipts. The following package will be submitted to the Business Office:
 - ✓ Completed CNM Purchase Requisition (PR)
 - ✓ Fully completed CNM Non-Employee Travel Form – Part 1 and Part 2
 - ✓ Any other supporting documentation related to the travel
 - ✓ Original, itemized receipts
 - ✓ An itemized invoice (if provided) by the traveler
3. Reimbursement Check Processing by Business Office/Accounts Payable
 - a. Allow 5 to 10 working days for check to be processed by the Business Office, if all documentation is provided.
 - b. A Business Office Accountant will pre-audit the documentation for completeness, accuracy and compliance and will forward to Accounts Payable for direct payment.
 - c. Accounts Payable staff will process reimbursement check.
 - d. The check will be mailed to the non-employee traveler, unless otherwise requested by the department.