



## Travel Guidelines

### **Guidelines:**

- A daily meal per-diem is provided based on the GSA website <<http://www.gsa.gov> >. We do not require receipts for individual meals purchased.
- Taxis and shuttles are an allowable expense and provide receipts upon request; collect all receipts and submit them along with the Reimbursement Form.
- If a personal vehicle was used, please give the beginning and ending odometer readings as well as the total mileage. The reimbursement rate UNM provides is \$.50/mile. The mileage amount cannot exceed the cost of airfare; EPSCoR will only reimburse -up to- the lowest airfare amount.
- UNM Requires Social Security Numbers and your Home Mailing Address in order to process reimbursements.
- Baggage fees are an allowable cost for all travelers; please keep all original receipts.
- Airfare upgrades cannot be reimbursed.
- If planning to submit a reimbursement for airfare please check with the EPSCoR Office prior to purchase; we will only reimburse up to the lowest rate available at that time (within reason of convenience to the traveler).
  
- Foreign Travelers must provide the following information...
  - Copy of Passport Identification Page
  - I-94 Form
  - W-9 Form
  - Copy of Passport Homeland Security Stamp

**Please visit UNM Policy 2180 for a complete list of guidelines**

<http://www.unm.edu/~ubppm/ubppmanual/2180.htm>

- Foreign Travelers must adhere to UNM Guidelines (see above) when purchasing airfare. Airfare can be purchased directly through the EPSCoR Office (Contact: [celinas@unm.edu](mailto:celinas@unm.edu)) to avoid confusion. However, if UNM Guidelines are not followed the EPSCoR Office will not be able to reimburse any airfare charges.

If you have any questions please contact Celina Gomez, EPSCoR Office at 505/814-7577 or [celinas@unm.edu](mailto:celinas@unm.edu).

Thank You!



## **Travel Reimbursement Voucher Non-UNM Employees**

### **Instructions:**

- Return all original receipts along with this form to the EPSCoR Office within 30 days of the meeting culmination.
- A daily meal per-diem is provided based on the GSA website <<http://www.gsa.gov>>. We do not require receipts for individual meals purchased.
- Taxis and shuttles will provide receipts upon request. If receipts are not available, please include an explanation for the expense and the explanation as to why a receipt was unavailable.
- If a personal vehicle was used, please give the beginning and ending odometer readings as well as the total mileage. The reimbursement rate UNM provides is \$.50/mile.

**\*\*UNM requires social security numbers and home mailing addresses in order to issue checks.\*\***

Please sign the reimbursement form and send to:

**EPSCoR Office ATTN: Celina Gomez  
The University of New Mexico MSC04-2815  
1312 Basehart SE  
Albuquerque, NM 87106**

If you have any questions please contact Celina Gomez, EPSCoR Office at 505/814-7577 or [celinas@unm.edu](mailto:celinas@unm.edu).

Thank You!

# Travel Reimbursement Voucher



## Participant Information

<b>Name:</b>	
Address:	
City, State, Zip Code:	
Telephone Number:	
Fax Number:	
Email Address:	
Social Security Number:	

## Travel Information:

Mode of Transportation		
Departure:	Date:	Time:
Return:	Date:	Time:

## Purpose of Travel:

<b>Meeting Title:</b>	
Location:	
Affiliation/Involvement:	

## Meals:

Meal:	Meals Claimed:	Per Diem Allowance	Total
Breakfast (20%):	#	\$	\$
Lunch (25%):	#	\$	\$
Dinner (55%):	#	\$	\$
<b>Total Meals Claimed:</b>			\$

## Lodging:

Location:	Number of Days:	Daily Rate:	Total:
	#	\$	\$
	#	\$	\$
<b>Lodging Total:</b>			

## Transportation:

Date:	Description:	Cost:
		\$
		\$
Mileage:	Start:                      End:	Total Miles:
<b>Transportation Total:</b>		\$

## Allowable Miscellaneous Expenses:

Date:	Description	Cost:
		\$
		\$
		\$
<b>Total Miscellaneous:</b>		\$

## Totals:

<b>Grand Totals:</b>	
Meal Total:	\$
Lodging Total:	\$
Transportation Total:	\$
Miscellaneous Total:	\$
Estimated Reimbursement:	\$

## Signature:

I hereby certify that the above travel has been completed for the stated purpose. Expenses incurred were necessary and proper; the above-itemized account is just and true in all respects. The above claimed costs will not be submitted for reimbursement from any other institution.