Desktop Checklist for Travel DPEZ Preparers

Following items should be included/addressed on Travel DPEZ:

☐ Airline ticket receipt and itinerary
  o Premium seating, early boarding and other similar charges are not allowable
  o If traveler did not fly directly to business destination, provide 3 lowest quotes for business travel dates from a site such as Expedia or Travelocity to document what cost would have been

☐ Itemized hotel receipt, indicating payment in full has been made.
  o Reimbursement/payment allowed for Room and Tax charges ONLY
  o Unallowable item examples:
    ▪ Room service
    ▪ In-room movies
    ▪ Bar charges
  o Internet charges allowable with documented business need

☐ Receipts for ground transportation and/or parking, tolls, etc.

☐ Rental car receipt and related fuel receipts.
  o DO NOT include charges for supplemental insurance coverage
  o DO NOT include charges for fuel prepaid with rental company
  o GPS charges OK with evidence of PRE-APPROVAL by dept head

☐ Conference/event registration fee receipt.
  o Include a copy of the conference brochure

☐ Any other necessary business expenses incurred during trip. These should be fully explained in the travel DPEZ.

☐ Ensure that you provide a full and complete University Business Purpose for the travel, including how the travel benefits UNM.
  o DO NOT merely state that the individual traveled to (destination) to attend (event); explain WHY

☐ For travel to destinations outside the 48 continental United States, include screen print of allowable per diem rate for business destination.

☐ For foreign travel, include currency conversion information

☐ Obtain all appropriate signatures

☐ Ensure that all departmental approvals in Banner are completed
When driving:

☐ When traveling out of state, if driving due to personal preference, provide documentation of what cost to fly would have been.
  o 3 lowest airfare quotes for business travel dates from a site such as Expedia or Travelocity
  o Provide quotes for cost of appropriate ground transportation
  o Allowable amount is lower of mileage or total cost of air travel

☐ If nature of trip required travel by vehicle, provide adequate explanation.

☐ 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.

☐ Mileage reimbursements for local travel should be submitted MONTHLY.