Travel Per Diem Update

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UNM Business Policy 4030

- Revised to comply with changes to Board of Regents’ Policy 7.7 Travel Reimbursement and Per Diem

- Revised Travel policy and per diem rules went into effect on January 1, 2012
Summary of Policy Changes

- The number of business days to submit a DPI has increased from 15 to 20 business days.
- For in state travel per diem, the maximum amount reimbursable to employees and students is $46/day.
- For out of state and foreign travel, there is no change in the reimbursement rates.
- Per diem amounts that are paid from state funds has changed.
  - In-state maximum per diem paid with state funds is now $30
  - Out of state and foreign maximum per diem paid with state funds is now $45
- The accounting for per diem payments in Banner has changed.
  - Form FZADPEZ has had programing changes to the meals tab to allow these changes
State vs. Institutional Funding

State Funding:
Funds appropriated to the University in the General Appropriations Act or those provided in the New Mexico Constitution.

Institutional Funds:
All University funds not defined as state funds.
Accounting Changes in Banner

- Banner form FZADPEZ has been modified to incorporate new per diem account codes

- Programming changes will automatically allocate per diem amounts to comply with the Regent’s policy amendment

- DPIs will have per diem amounts automatically moved to the new account codes when it is appropriate

- When reconciling your travel expense accounts you need to recognize that per diem expense is in the new account codes when the document posts
Behind the scenes

- New account codes will be used to track state and non-state portion of the per diem expense.
- All amounts will post to the selected index code or codes.
- The per diem amounts will be REMOVED from main travel account codes (3800, 3820 and 3840), and divided (automatically) between the account codes created for per diem expenditures.

  - **In State Travel (3800)**
    - 3805 – Instate Travel-Per Diem State $
    - 3810 – Instate Travel-Per Diem Non State $

  - **Out of State Travel (3820)**
    - 3825 – Out state Travel-Per Diem State $
    - 3830 – Out state Trvl-Per Diem Non State $

  - **Foreign Travel (3840)**
    - 3841 – Foreign Travel-Per Diem State $
    - 3842 – Foreign Trvl-Per Diem Non State $

Timely Submission

- The number of business days to submit a travel DPI has increased to 20. (It was 15)

- Travel DPIs submitted more than 20 days will require a memo from the traveler signed by the Dean explaining why the DPI was late.
Other Travel Update

- As of January 1, 2012 the new maximum UNM mileage rate is 51 cents/mile.
Questions?