

As we near the start of a new semester, and the possibility of faculty, staff and/or students traveling on behalf of UNM, please remind travelers, and those responsible for processing reimbursement requests, to be familiar with the requirements of the [UNM Travel Policy](#). In addition, remember that changes to the Travel Policy, and several other UNM Administrative Policies, are set to go into effect upon the go-live of Chrome River, currently scheduled for October 1 of this year.

In particular, please ask these individuals to be familiar with what is and is not allowable in regard to meal expenses and per diem while traveling. This information is detailed on the Unrestricted Accounting website: <http://ua.unm.edu/meal-per-diem/meal-per-diem.html>. It is generally not allowable for one individual to pay for the meals of other UNM faculty, staff or students while traveling, and request reimbursement for the actual cost. Instead, each traveler should generally pay for their own meals, and request the appropriate meal per diem amount.