

From: Doug Nelson

Sent: Monday, March 27, 2017 3:05 PM

To: FISCAL_AGENT-L@LIST.UNM.EDU

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Subject: reminder regarding "Travel Day" and 75% limit on departure and return dates

Hello Fiscal Agents,

Now that we have been in Chrome River for almost 4 months, and the corresponding changes in various policies have also been in place since December 1, I wanted to send out a reminder regarding two particular changes in policy, for which there have been numerous questions.

[Travel Policy 4030](#) was updated to incorporate 2 significant changes in regard to per diem.

The first is in section 12.1, and is in regard to "Day Trip Meal Allowance". This specifies that when an individual travels, and qualifies for per diem meal reimbursement, but did not have an overnight stay, the meal per diem amount is limited to 75% of the applicable per diem rate. As noted, per IRS guidelines, the per diem allowance associated with travel without an overnight stay is treated as additional taxable compensation, and is reported to Payroll. Departments may limit the amount paid to less than 75% of the per diem rate, but in no case will an amount greater than 75% be allowed. Departure or return time does not come into play unless the reimbursement is funded by a federal source or is further limited by the sponsor. In the case of federally funded agreements, travel time must exceed twelve (12) hours in order to claim the day trip meal allowance. When submitting a request in Chrome River, the "Travel Day" box for the day in which the per diem is being claimed MUST be checked.

The second change is in section 12.3, and is in regard to the "travel day" concept. As specifically stated in policy, *"For overnight travel, travelers may be paid 75% of the allowable per diem rate for the business destination, on both the day of departure and the day of return."* To accomplish this, when completing a travel reimbursement request in Chrome River, for the first (departure) and last (return) days of UNM business travel, if per diem is being claimed, the "Travel Day" box MUST be checked. As is the case with the "day trip meal allowance" noted above, departure and return TIMES have no impact on this; 75% is the maximum that may be claimed on the departure or return date. Departments may further limit this if necessary.

Please distribute this information to the applicable personnel within your areas to ensure that these provisions of policy, in addition to all others, are being correctly followed.

Thank you, and let me know if questions.

Doug Nelson

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