



THE UNIVERSITY OF NEW MEXICO
HEALTH SCIENCES CENTER

Department of Family & Community Medicine

MSC 09 5040

1 University of New Mexico

Albuquerque, NM 87131-0001

(505) 272-2165

fax: (505) 272-8045

DFCM International Travel Policies and Procedures

Background – The Department has a long history of collaborating with academic health centers and others throughout the world to improve education, health care delivery, population health, and access to care for underserved populations. The Department and the UNM SOM have been designated as a World Health Organization collaborating center, and is working with the Pan American Health Organization. The Department Chair has been the Secretary General of the Network: TUFH. As a border state, the Department has long been involved in border health issues, including funding initiatives such as the Border Health Education and Training Centers (HRSA) and housing the International Health office for the UNM SOM. Faculty, resident trainees, health professions students and staff gain important insight into health issues that cross national borders, and can share important information about successful education, service and research programs with others at international workshops and conferences. The Department follows UNM policies and procedures related to leave, travel reimbursement, and other issues related to international travel. Funding for the travel must be identified and approved in advance. If there are more individuals requesting to attend the conference than funding can support, requests will be reviewed, prioritized and approved by the executive committee. On site obligations in service, education, and research take priority over travel. Based on these issues, staff or faculty may be denied, approved, or approved with partial coverage of travel expenses up to a specified amount.

Faculty – must obtain prior written approval for professional or annual leave from the Chair, following established department and UNM SOM policies and procedures. The faculty member should have a clear rationale articulated in that request for participation in the conference or workshop (examples: presenting an abstract, conducting a workshop, participating in a working group on a defined education, service or research issue). An account must be identified with the leave approval form. If funding permits, the individual will be reimbursed according to department and UNM policies and procedures. Individuals should submit all receipts per UNM policies and procedures, and be prepared for a 4 to 8 week period before they are reimbursed.

Staff – must obtain prior written approval from their direct supervisor, and the Chair. The request must include a clear rationale for participation in the conference or workshop, and the defined role that the individual will serve (examples: presenting an abstract, conducting a workshop, serving an approved administrative function such as staffing registration desk, evaluating sessions, chairing or staffing a task force or committee). An account must be identified with the leave approval form. If funding permits, the individual will be reimbursed according to department and UNM policies and procedures. Individuals should submit all receipts per UNM policies and procedures, and be prepared for a 4 to 8 week period before they are reimbursed. Because Department resources to finance travel are limited, and staff travel might impair the Department's operations, the Chair will decide the amount of funding and who will be permitted to travel.

Resident Trainees, Health Professions Students – The Network: TUFH and other opportunities can be of great educational value to students and residents. However, funding such travel is limited. If funding permits, the individual will be reimbursed according to department and UNM policies and procedures. Individuals should submit all receipts per UNM policies and procedures, and be prepared for a 4 to 8 week period before they are reimbursed.

Leave Time

Faculty: Faculty may use their FOM account to be reimbursed for travel. Faculty can request Professional Leave for the dates of the conference including the days it takes to travel to and from the conference, following UNM SOM and DFCM Professional Leave (PL) policies and procedures. Faculty may request annual leave for days in excess of the actual conference dates and the time it takes to travel. As a general rule, the AL requested should not exceed the total days of PL requested. For example: if the conference is five days and travel requires one day to arrive and one day to travel home, staff may request an additional seven days of AL.

Staff: Staff traveling on department funds must obtain prior written approval for this Professional Leave (PL) from their direct supervisor and the Department Chair. The request must include the account to be used for travel. Staff may request Annual Leave (AL) for days in excess of the actual conference dates and the time it takes to travel. As a general rule, the AL requested should not exceed the total days of PL requested. For example: if the conference is five days and travel requires one day to arrive and one day to travel home, staff may request an additional seven days of AL.

Travel Expenses: All Travelers:

Airline: Airline expenses may be purchases on UNM P-Cards if the traveler uses a UNM approved travel agency. The traveler must be arriving in/departing from the location of the conference/business venue. If an airport is not available within the conference/business venue, the traveler must arrive in/depart from the closest airport to the venue. Under no circumstances will UNM reimburse the traveler if a vacation package or personal destination is booked as an add-on to the business flight. If a traveler chooses to make their own arrangements, a personal credit card should be used and will be reimbursed upon submission of actual receipts.

Conference & Other Fees: UNM policy allows conference registration fees to be placed on a UNM P-Card, **however the DFCM does not allow a P-Card to be used for international conference registration fees.** The individual (not the Department) should be at risk for paying the conference fee if the individual cancels and the Program does not allow refunds. Therefore, a personal credit card should be utilized. At the time of registration, the hotel room can then be reserved. Registration fees and hotel expenses are reimbursed when actual receipts and documentation are submitted per UNM policy. Additional costs such as: social functions, audio visual charges, room rental set-up fees, valet parking, etc. should be paid on the traveler's personal credit card. All incidentals are covered under the "meal per diem" reimbursement (see 'Incidentals' section below). UNM will not pay for taxi or cab transportation from hotel to personal excursions. If there is an eating venue in the hotel, there will not be reimbursement for other transportation to restaurants or personal travel.

Reimbursement: The traveler is responsible for accurate readable receipts with the conversion rate indicated. Without receipts for hotel costs, ground travel, flight/boarding, internet café, UNM will not reimburse the expenses. Only days of the conference will be allowable for reimbursement. A detailed flight itinerary must be presented at the end of the travel, if seeking reimbursement. If any destination other than the arrival in/depart from conference venue is indicated on the itinerary, reimbursement will not be allowable. UNM will not reimburse for personal travel.

Travel Advance:

Faculty and Staff are not authorized a Travel Advance for international travel. Students, however, will be allowed a travel advance in accordance with UNM Policy 4030. If faculty or staff is traveling internationally, they need to have the personal resources available to pay for the hotel, transportation, meals and unanticipated expenses.

Incidentals: All incidental expenses are reimbursed per UNM Policy 4030, which states the following:

Miscellaneous Expenses:

Other necessary business expenses, such as ground transportation, parking, tips (exclusive of meal gratuities), business telephone calls, registration fees, copying charges, and Internet services will be reimbursed when itemized receipts are attached. Travelers may be reimbursed for one (1) long distance call home upon arrival at their destination not to exceed \$10.00 per phone call. If the traveler is on extended travel, he or she may be reimbursed for one (1) call for every two (2) nights the traveler is away from home while on official travel not to exceed \$10.00 per phone call.

The meal per diem rates cover incidental expenses defined by IRS to include fees and tips for persons who provide services such as luggage handling, laundry, cleaning, and pressing of clothing. Therefore, individuals being reimbursed meal per diem cannot also claim reimbursement for these incidental expenses. Incidental expenses that are not part of the meal per diem rate include mandatory hotel charges, taxi fares and tips, telephone calls, and telegram expenses. These expenses can be reimbursed as separate charges.