Travel Per Diem Update

EOD class 388

Review the changes to per diem on Travel Policy 4030 effective January 1, 2012
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Travel Per Diem Reimbursements

Timely Reimbursement Submissions

The completed DPA Form and attachments must be sent to the applicable Financial Services accounting office for approval as soon as possible, but no longer than twenty (20) business days after completion of the travel.

In State Travel Per Diem

For in state travel, per diem charts are no longer used. For in state travel, the maximum per diem amount that may be reimbursed is $46.

For Contracts and Grants, the only change for in state travel per diem is the amount. Only $46/day may be reimbursed on your contract or grant for per diem expenses incurred in state.

Out of State Travel Per Diem

There is NO CHANGE to the amount for out of state travel per diem rates.

Out of state reimbursements for Contracts and Grants will be made as before. The amount will continue to be the Federal per diem amount, unless your contract specifies a lower amount.

Foreign Travel

There is NO CHANGE to the amount for foreign travel per diem reimbursements. Continue to use the foreign travel (M&IE) per diem amount for the area visited.

Foreign Travel reimbursements for Contracts and Grants will also continue to be made as before.

New Payor Limits

In State Travel – reimbursement from state funds is now limited to $30 per day, the balance to be paid by institutional funds.

Out of State Travel – reimbursement from state funds is now limited to $45 per day, the balance to be paid by institutional funds.
State funds are defined as Funds appropriated to the University in the General Appropriation Act or those provided in the New Mexico Constitution.

Institutional Funds are defined as all University funds not defined as state funds.

New Account Codes

**In State Travel**
3805 – Instate Travel-Per Diem State $

3810 – Instate Travel-Per Diem Non State $

**Out of State Travel**
3825 – Out state Travel-Per Diem State $

3830 – Out state Trvl-Per Diem Non State $

**Foreign Travel**
3841 – Foreign Travel-Per Diem State $

3842 – Foreign Trvl-Per Diem Non State $

Separate DPEZs for In State, Out of State, and Foreign Travel

Each of these types of travel now requires a separate DPEZ. When submitting multiple DPEZs for same trip, (generally foreign travel) the best practice is to submit the DPIs together and reference the other documents. These may be hand written on the originals, if necessary.

Use the Same Account Code you have been using!

The most frequently used Travel account codes are:
3800 – In State Travel Gen
3820 – Out of State Travel Gen
3840 – Foreign Travel Gen
DPEZs will have per diem amounts automatically moved to the new per diem accounts when it is appropriate. When reconciling your travel expense accounts you need to recognize that per diem expense will be split to the new account codes when the document posts. Currently, this will not show on the printed Direct Pay Approval form.

**Multiple Account Codes**

When more than one account code, for example 3800 – In State Travel and 31B0 (because alcohol was purchased during the trip) are used in the DPEZ, the program that calculates the per diem split will not attempt the split. The accounting offices will review these DPIs and make any necessary journal entries needed. Action by the department is not required at this time.

**Multiple Indices**

When more than one index is used, per diem will be split on a prorated basis. If any adjustments are needed, the accounting office will make the adjustment. Action by the department is not required at this time.

**FZADPEZ Changes Reviewed**

Banner Form FZADPEZ has been modified to incorporate the new per diem account codes.

Programming changes will automatically allocate per diem amounts to comply with Regent’s policy amendment. UNM Business Policy 4030 – Travel has been updated to comply with the Regent’s policy. This policy can be accessed using the following link: [http://www.unm.edu/~ubppm/ubppmanual/4030.htm](http://www.unm.edu/~ubppm/ubppmanual/4030.htm)
In State Travel

Begin creating a travel DPEZ in the usual way. Select the type of traveler. Here, the traveler is a UNM Employee.
Select Travel.

Complete the form as usual, and select *Next Block*. 
Complete the Travel/Other Screen. We will demonstrate only the Meals tab. None of the other tabs has changed.
Select *Next Block* to go to the Meals Tab. Note that there is a new drop down menu at the destination field.

Find and highlight the correct city and select it.
Insert the number of meals and select *Next Block* to compute the Meal Total. Note that the total reflects the new $46 in state per diem maximum amount. 4 x $46 = $184.

On the accounting screen (accessed by selecting *Options, Accounting Screen*) put the index to which the travel is to be charged and the in State Travel account (3800) to which the travel is to be charged. Banner will divide the expense as needed between the new account codes, behind the scenes. Input the amount to be charged and select save. Your Balance to be allocated will be zero. Select *Complete*. You will be given the opportunity to print your DPEZ at this point. Notice that the DPEZ indicates the charges have gone to the index and account you selected.
## Travel Per Diem Update

**Direct Pay Approval Form**

**DPI #: I0745515**  
**DP-EZ #: DZ0403320**

### Travel

**UNM Employee**

You have opted to receive a ‘Direct Deposit’ for this payment or reimbursement.

**Payee:** Lois Montoya  
**Banner ID:** 100044597  
**Requestor Department:** Unrestricted Accounting HSC Office

<table>
<thead>
<tr>
<th>Section I Accounting</th>
<th>Index Code</th>
<th>Index Description</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>250000</td>
<td>Restricted AOC/HSC Admin</td>
<td>38000</td>
<td>In State Travel Gen</td>
<td>310044</td>
<td>$184.00</td>
</tr>
</tbody>
</table>

**Total Amount to be Paid / Reimbursed:** $184.00

### Section II. Travel Details

**Destination:** Santa Fe, NM  
**Date:** 12/01/2011  
**Time:** 09:00 AM

**Business Purpose:** Attend Business Conference and Present a Paper on Internal Medicine Practices in Rural Communities

### Section III. Meal Per Diem (less provided meals)

<table>
<thead>
<tr>
<th>Destination</th>
<th>Per Diem</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Meals @ Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM Santa Fe</td>
<td>$46.00</td>
<td>4</td>
<td>$9.20</td>
<td>$11.50</td>
<td>$46.00 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Rate</th>
<th>Total</th>
<th>Rate</th>
<th>Total</th>
<th>Rate</th>
<th>Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$184.00</td>
</tr>
</tbody>
</table>

**Total Itemized Amount:** $184.00

### Section IV

I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that any travel associated with the above expenses has been completed for the stated UNM Business Purpose.

**Payee’s Name:** Lois Montoya  
**Payee’s Signature**

**Printed Name**

**Requestor:** Shoebottom, Terry E  
**Requestor’s Title:** Business Management Speci  
**Requestor’s Phone:** 272-0865

Please forward a printed copy of this request, along with original backup documentation, to the following office(s).

**Date Printed:** 12/02/2011 10:29 AM  
**Page:** 1 of 2
Behind the Scenes- In State Travel

- Per Regent’s Policy, Section 7.7, which is located at http://www.unm.edu/~brpm/r77.htm, state funding of per diem for in state travel cannot exceed $30 per day.
- New account codes will be used to track state and non-state portion of the per diem expense.
- All amounts will post to index code.
- The per diem amounts REMOVED from account 3800, and divided (automatically) between “3805- State” and “3810-non state” account codes created for per diem expenditures.
Notice that there are three accounting records showing how the per diem amount was spread to different accounts.
This DPEZ shows one day of in state per diem.

In form FGIBDST you can see that the amount has been divided between 3805 and 3810 with none posted in 3800.
Out of State Travel

This is the same trip as demonstrated in the initial in state DPI, but the destination is out of state. Complete the first DPEZ screen as you normally would, then select *Next Block*.
Complete the second screen as you normally would, then select *Next Block.*
Select the Destination drop down box, enter “GA%”, and select *find*. When you scroll through the drop down box, you will notice Ft. Gordon is not listed. You must find the county the City is in, if the City is not in the drop down menu.

If you select an incorrect amount, you may get the above error message. Look the county up again and correct your error.

**Finding the County**

Go to Unrestricted Main Campus Accounting Website. Select the Travel area on the left. Select “What county is it in?”
Travel Policies and Procedures

All requests for Travel Advances are to be made via Form F240PE2 in Banner. Click here for a summary of the procedures.

Many procedures related to the processing of Travel documents have changed since the implementation of Banner Finance on 7/1/2016. These have been Policy changes, as well as software enhancements available to assist you in processing Travel Documents. The Travel Policies and Procedures workshop includes a complete training on the new process. If you have not taken the workshop prior to 7/1/2016, we highly recommend attending a session at your earliest convenience. Click here for information on the class schedule and to register. Thank You!

UNM Travel Policy:
- How to Use Public Raiders
- Form F240PE2
- New Mexico Weekly Chart #
- New Mexico Monthly Chart #

Travel Policy Workshop:
- When is the next travel workshop?
- Workshops for Travel Policy Workshop

Travel Procedures & Forms:
- Checklist for Travel
- Good Peer Travelers 2017-2018 Handbook
- Fair Market rates for hotels
- How to process a Travel Advance
- Insurance Coverage (Raiders Travel)
- Mileage Statement Report
- Per Diem Consumption Cost
- Procedures for Lost Billable Receipt
- Travel Procedures for Independent Contractors & French Nationals
- Vehicle Rental/Park Agreements

Useful Information:
- Cost of Dining on Campus
- Dining Currents
- Renters Connection
- Memorial University Clinic
- Mem & Independent Expense Mileage per diem rates
- How to register in Banner
- Parking Issues
Select “City-County Search, Put “Fort Gordon” in the City Name, and select “Search for County”.
You find the county is Richmond County, and a Richmond county is listed. Select the city in Richmond County.

Financial Services will verify that Fort Gordon is in the same county as Augusta.
After selecting GA Augusta, input the number of meals and select Next Block. Your Computed Meal Total will be populated.

Select the accounting Distribution. Input the Index code and the REGULAR (3820) account code. Select Complete.
What if County is not Listed

Sometimes you cannot find the county on the DPEZ drop down menu. If the travel was to Alamosa City in Colorado, a county search will result in:

Alamosa city is located in Alamosa County. However, the DPEZ drop down menu for Colorado shows no Alamosa County.
Notice that Colorado does not have an Alamosa city or county in the drop down menu of the DPEZ.

If the county is not shown, the per diem rate to use is the lowest federal rate listed, currently $46. To select this rate select “US US Location Not Listed” from the drop down menu in the DPEZ on the Meals tab:

Note: Be careful when typing information into the “find” field. If you type anything other than the state abbreviation, you may not retrieve the information you are trying to retrieve. For instance, if you type “%Colorado” into the find field, you will only retrieve Colorado Springs in the drop down menu, though there are many other possible selections for Colorado.
Another Out of State Travel Example:

This travel DPEZ was to Las Vegas, Nevada.

Per Diem totals $198.80.
## Travel Per Diem Update

### Direct Pay Approval Form

**DPI #: 10745825**

**DP-EZ #: DZ0403686**

**Travel**

**UNM Employee**

You have opted to receive a 'Check' for this payment or reimbursement.

**Payee:** Meave Stevensdominguez  
**Banner ID:** 100000001  
**Date:** 01/10/2012  
**Requestor Department:** Unrestricted Accounting HSC Office

### Section I: Accounting

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Description</th>
<th>Fund Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>594002</td>
<td>Finance Systems Management</td>
<td>3820</td>
<td>$573.80</td>
</tr>
</tbody>
</table>

**Total Amount to be Paid / Reimbursed:** $573.80

### Section II: Travel Details

<table>
<thead>
<tr>
<th>Destination</th>
<th>Departure Date / Time</th>
<th>Return Date / Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Las Vegas, NV</td>
<td>11/11/11 09:00 AM</td>
<td>11/13/11 11:59 PM</td>
</tr>
</tbody>
</table>

**Business Purpose:** To attend IT conference

### Additional Information:

### Section III: Meal Per Diem (less provided meals)

<table>
<thead>
<tr>
<th>Destination</th>
<th>Per Diem Rate</th>
<th>Breakfast #</th>
<th>Total Breakfast</th>
<th>Lunch #</th>
<th>Total Lunch</th>
<th>Dinner #</th>
<th>Total Dinner</th>
<th>Meals @ Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>NV Las Vegas</td>
<td>$71.00</td>
<td>2</td>
<td>$14.20</td>
<td>3</td>
<td>$17.75</td>
<td>3</td>
<td>$39.05</td>
<td>$198.80</td>
</tr>
</tbody>
</table>

**Meals Total:** $198.80

### Section IV: Lodging (per diem or actual)

<table>
<thead>
<tr>
<th>Destination</th>
<th>Day(s)</th>
<th>Per Diem Rate</th>
<th>Actual Rate</th>
<th>Lodging @ Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Las Vegas, NV</td>
<td>2</td>
<td>$0.00</td>
<td>$150.00</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

**Lodging Total:** $300.00

### Section V: Travel / Other Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/15/2011</td>
<td>Out-of-pocket taxi charges. Receipts attached</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

**Travel / Other Expenses:** $75.00

### Total Itemized Amount:

**Total Itemized Amount:** $573.80

### Section VI

I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that any travel associated with the above expenses has been completed for the stated UNM Business Purpose.

**Payee’s Name:** Meave Stevensdominguez  
**Payee’s Signature:**

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25
Notice that this out of state travel per diem amount appears to be expensed to 3820-Out of State Travel.

Behind the Scenes – Out of State Travel

- Per Regent’s Policy, Section 7.7, which is located at [http://www.unm.edu/~brpm/r77.htm](http://www.unm.edu/~brpm/r77.htm), state funding of out of state travel per diem cannot exceed $45 per day.
- New account codes will be used to track state and non-state portion of the per diem expense.
- All amounts will post to index code.
- The per diem amounts REMOVED from account 3820, and divided (automatically) between “3825- State” and “3830-non state” account codes created for per diem expenditures.

These two accounts contain only out of state travel per diem.
Notice that there are three accounting records showing how the per diem amount was spread to different accounts.
In form FGIBDST you can see that the per diem amount has been divided between 3825 and 3830.

**Foreign Travel**

As with In State and Out of State travel DPEZs, fill out the initial form in the usual way, inputting the Payee type, and selecting Travel as the Payment type.
Select **Next Block**. Only the Meals tab will be reviewed. It is the only tab that has changed. **Next Block** until you reach the Meals tab(1).

Select the drop down menu (2). Type *foreign* in the box after the % (3). Select find. The **Foreign Travel** destination will appear. Select **OK** (4).
This will populate the destination field with *Foreign Travel*. You must now look up the Federal per diem rate in the usual way, and input that number in the Per Diem Rate field. In this case, our traveler has traveled to Canberra, Australia.

The default amount is the highest foreign per diem in existence. Do not use this amount. Rarely will it be correct. Accounting will verify the per diem amount you select. Always look it up.

To look it up, select the *IRS Per Diem Chart* from the General Accounting website on the *Travel* tab.
Select **Foreign Per Diem Rates by Location**. Then select the drop down menu and highlight Australia (1). Select Go (2).
The M & IE Rate for Canberra is $135. Input this number into your DPEZ, along with the number of meals being reimbursed. Select Next Block to compute the total.
Complete the DPEZ in the normal fashion, inputting your index code and account 3840-Foreign Travel, on the Accounting Distribution Form. Input the amount to be reimbursed and select the Save icon.
Select Complete and print your DPEZ. Notice that a flag and “Acct. Review” have been printed near the top. This indicates Accounting will need to Review the DPEZ to verify the per diem rate. This flag will occasionally appear on other Travel DPEZs. In some rare cases the division of the DPEZ between the different accounts involved in the State and Non-State funded accounts may need to be adjusted by JV. The accounting offices will make any such adjustments. If you see JVs posted to travel accounts in your indices, this may be the reason.
Honorariums/Participation Fees

Sometimes Honorarium or participation fee expenses include per diem expenses. The individuals being reimbursed in these cases are not employees.

Again, you fill out the first form in the usual way.

Select Honorarium or Participant Fees, as appropriate. Select Next Block. If you have selected Participant Fees, you will have only the Other tab available. Use that tab to record the per diem reimbursement as indicated below. If you selected Honorarium, You will have three tabs: Honorarium/Meals (Actual), Meals (Per Diem), and Lodging. If you are reimbursing an in-state visitor at the Federal per diem rate, you cannot use the Meals (Per Diem) tab because this tab will not allow you to use the Federal rate. You must use the Honorarium/Meals (Actual) tab to reimburse per diem at the Federal M&IE rate.
Select the appropriate account code, generally 63E0 for Honoraria General, or 4640 for Participant Incentives general. Complete the DPEZ.
The honorarium payment charged to the honorarium account.
In Summary:

The maximum reimbursement as of January 1, 2012 for in state travel is $46/day, regardless of travel destination.

The Federal per Diem rate for out of state or foreign travel remains the same.

Separate Travel into different DPIs

In State, Out of State, and Foreign Travel each require a separate DPEZ.

Meals Tab

- Has received programming changes.
- The Meals tab has a new drop down to assist in per diem rate selection.
- On the rare occasion a non-employee is receiving a per diem rate in New Mexico at the Federal per diem rate, the Meals tab cannot be used. Use the Other tab for participant fees, and the Honorarium/Meals (Actual) tab for Honorarium reimbursements.

Timely Travel Submission

- The maximum number of business days allowed for submission of a travel DPI to the appropriate accounting office for review has increased to 20 business days. (It was 15)
- Travel DPEZs submitted more than 20 business days after the end of travel will require a memo from the traveler signed by the Dean explaining why the DPEZ was late. The submission of a memo does not guarantee that the reimbursement will be approved.

Other Travel Updates

As of January 1, 2012 the new maximum UNM mileage rate is 51 cents/mile. Departments may choose to allow reimbursement at a lower rate. No higher rate is allowed.