



Travel Per Diem Update



EOD class 388

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

Contents

Travel Per Diem Reimbursements	3
Timely Reimbursement Submissions	3
In State Travel Per Diem	3
Out of State Travel Per Diem	3
Foreign Travel	3
New Payor Limits.....	3
New Account Codes	4
Separate DPEZs for In State, Out of State, and Foreign Travel	4
Use the Same Account Code you have been using!	4
Multiple Account Codes	5
Multiple Indices.....	5
FZADPEZ Changes Reviewed	5
In State Travel	6
Behind the Scenes- In State Travel	12
Out of State Travel	15
Finding the County	17
What if County is not Listed	22
Behind the Scenes – Out of State Travel	26
Foreign Travel	28
Honorariums/Participation Fees	35
In Summary:	38
Separate Travel into different DPIs	38
Meals Tab.....	38

Timely Travel Submission 38

Other Travel Updates 38

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>

In State Travel

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Direct Pay EE Form FZADPEZ 8.0 (DEV)

DP-EE Code* D00403320 New DP-EE DP#

Payee Type*

Payment Type* Payee Type List of Values (FZVPAYE) X

Payee Find %

Check Payee

Address Type Code UNM Employee

Address Line1 UNM Student

Address Line2 UNM Foreign Student

Address Line3 US Individual or US Company

Payment Due Date Foreign Individual or Foreign Compar

Direct Deposit Status

Special Handling

Originator Net Id

Originator Name

Originator Dept

Originator Title

Originator Phone*

Dept Head/

Payee Supervisor Name

Dept Head/

Payee Supervisor Title

City

State Zip

Nation

Complete Indicator N

Cancel Indicator N

Choices in list: 5

Record: 1/1 List of Valu... <OSC>

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

Travel Per Diem Update

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Direct Pay E2 Form: FZADPEZ 9.0 (DEV)

DP-EZ Code* DZ0403320 New DP-EZ DFW

Payee Type* Y1 UNM Employee

Payment Type* Payment/Reimbursement Type

Payee 100044097 Montoya, Luis

Check Payee

Address Type Code

Address Line1

Address Line2

Address Line3

Payment Due Date

Direct Deposit Status

Special Handling

Originator Net Id

Originator Name

Originator Dept

Originator Title

Originator Phone*

Dept Head /

Payee Supervisor Name

Dept Head /

Payee Supervisor Title

City

State

Zip

Region

Complete Indicator N

Canceled Indicator N

Find %

Payment Type

Athletic Game Officialing

Books, Periodicals

Conference Registrations

Damages or Settlements

Dues, Fees

Goods

Moving Expenses

Notary Public Applications

Participant Fees

Refunds

Reimbursable

Travel

Travel Advance Request

Find OK Cancel

Select Travel.

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Direct Pay E2 Form: FZADPEZ 9.0 (DEV)

DP-EZ Code* DZ0403320 New DP-EZ DFW

Payee Type* Y1 UNM Employee

Payment Type* P20 Travel

Payee 100044097 Montoya, Luis

Check Payee

Address Type Code MA Seq# 4

Address Line1 PO Box 81271 City Albuquerque

Address Line2 State NM Zip 87198-1271

Address Line3 Region

Payment Due Date

Direct Deposit Status Y Override Direct Deposit, leave check

Special Handling None Activity Date

Originator Net Id TSHOE

Originator Name Sanborn, Terry E

Originator Dept 238A Unrestricted Accounting HSC Office

Originator Title Business Management Specialist

Originator Phone* 272-0865

Dept Head /

Payee Supervisor Name Laura Fritz Complete Indicator N

Dept Head / Manager, Unrestricted Accounting Canceled Indicator N

Payee Supervisor Title

Complete the form as usual, and select *Next Block*.

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Commodity Information FZADPEZ 8.0 (DEV)

Travel / Other Meals Lodging Other

Travel / Honorarium

Code	Seg#	Destination	Departure Date & Time*	Return Date & Time*	Business Purpose*	Additional Information
D20401320	1	Santa Fe, NM	11/28/2011 06:00 AM	12/01/2011 06:00 PM	Medicine Practices in Rural Communities	

Travel / Honorarium Details

Detail Seg#	Payment Category*	Travel Date	Explanation	Amount	Travel Advance Source
1					

Complete the Travel/Other Screen. We will demonstrate only the Meals tab. None of the other tabs has changed.

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Commodity Information FZADPEZ 8.0 (DEV)

Travel / Other Meals Lodging Other

Meal Details

DPEZ Code	Seg#	Destination	Number of Breakfasts	Number of Lunches	Number of Dinners	Per Diem Rate
D20401320	1					

Computed Meal Total

Amount

Select *Next Block* to go to the Meals Tab. Note that there is a new drop down menu at the destination field.

The screenshot shows the 'Meal Details' form in the 'Meals' tab. The 'Destination' field has a dropdown arrow next to it, which is circled in red. Below the form, a 'DEST_LOV' popup window is displayed, showing a list of destinations. The 'Santa Fe' entry is highlighted in blue, and its 'County' field is also circled in red.

Destination	County	Rate
NM Taos	Taos	46
NM Santa Fe	Santa Fe	46
NM All Locations	All Locations	46
NM Albuquerque	Bernalillo	46
NM Las Cruces	Doña Ana	46
NM Los Alamos	Los Alamos	46

Find and highlight the correct city and select it.

The screenshot shows the 'Meal Details' form with the following data entered:

DP-EZ Code	Seq#	Destination	Number of Breakfasts	Number of Lunches	Number of Dinners	Per Diem Rate
DZ0403320	2	NM Santa Fe	4	4	4	46

Below the form, the 'Computed Meal Total' section shows an 'Amount' of 184.00.

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 \times \$46 = \184 .

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Rollbacking Distribution FZADPEZ 8.0 (DEVL)

Total Amount to be Paid/Reimbursed : 184.00

Accounting Total : 184.00

Balance to be Allocated : 0.00

Accounting Information

DP-EZ Code DZ0403320 Seq# 1

Activity Date 02-DEC-2011 12:00:00 AM

Net Id TSHOE

Fiscal Year 12

Fiscal Period 06

Index Code* 258000 Unrestricted Acct HSC Admin

Fund Code 3U0044 HU I and G

Organization Code 258B Unrestricted Accounting HSC

Program Code P131 Institutional Support

Activity Code GNACTV General Activity

Location Code

Acct Code* 3800 In State Travel Gen

Amount* 184.00

Complete In Process :

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: **Lola Montoya**

Date: 12/02/2011

Banner ID: 100044597

Requestor Department: Unrestricted Accounting HSC Office

Section I Accounting		Account			
Index Code	Index Description	Code	Account Description	Fund	Amount
258000	Unrestricted Acct HSC Admin	3800	In State Travel Gen	3U0044	\$184.00
Total Amount to be Paid / Reimbursed:					\$184.00

Section II. Travel Details		
Destination	Departure	Return
	Date / Time	Date / Time
Santa Fe, NM	11/28/11 06:00 AM	12/01/11 09:00 PM
Business Purpose: Attend Business Conference and Present a Paper on Internal Medicine Practices in Rural Communities		
Additional Information:		

Section III. Meal Per Diem (less provided meals)											
Destination	Per Diem	#	Breakfast		#	Lunch		#	Dinner		Meals @ Destination
			Rate	Total		Rate	Total		Rate	Total	
NM Santa Fe	\$46.00	4	\$9.20	\$36.80	4	\$11.50	\$46.00	4	\$25.30	\$101.20	\$184.00
Meals Total:										\$184.00	
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: **Lola Montoya**

Payee's Signature

Printed Name

Dean, Director or Department Head's; Supervisor's; or PI's signature (as applicable per Policy 4030.3)

Requestor: **Shoebotham, Terry E**

Requestor's Title: **Business Management Spec**

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 10:28 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.

Invoice/Credit Memo Query Form FAIIME 8.6 (DEV)

Document: 10745515 Multiple Direct Pay

Vendor: 100044597 Montoya, Lois Vendor Hold

Accounting Amounts FAIIME 8.6 (DEV)

Commodity Record Count: 1 Commodity: Document Acctg Distribution

Accounting Record Count: 8 Transaction Date: 02-DEC-2011 Item: 0

Sequence: 1

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
U	12	258000	3U0044	258B	3805	P131	GNACTV			

Bank: 04 Disbursements-Accounts Payable Income Type:

Commodity	Accounting
Approved: 184.00	120.00
Discount: 0.00	0.00
Tax: 0.00	0.00
Additional: 0.00	0.00
Net: 184.00	120.00

-----Indicators-----

Partial/Total Liquidation: ☐

NSF Override: ☐

Suspense: N

NSF Suspense: N

Travel Per Diem Update

Invoice/Credit Memo Query Form: FAIINVE 8.6 (DEVL)

Document: 10745515 ☐ Multiple Direct Pay

Vendor: 100044597 Montoya, Lois ☐ Vendor Hold

Accounting Amounts: FAIINVE 8.6 (DEVL)

Commodity Record Count: 1 Commodity: Document Acctg Distribution

Accounting Record Count: 2 Transaction Date: 02-DEC-2011 Item: 0

Sequence: 2

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
U	12	258000	3U0044	258B	3810	P131	GNACTV			

Bank: 04 Disbursements-Accounts Payable Income Type:

Commodity	Accounting
Approved: 184.00	64.00
Discount: 0.00	0.00
Tax: 0.00	0.00
Additional: 0.00	0.00
Net: 184.00	64.00

Indicators: Partial/Total Liquidation: NSF Override: Suspense: NSF Suspense:

New Non-State payment account

4 days at \$16- Non-State funded Portion

Invoice/Credit Memo Query Form: FAIINVE 8.6 (DEVL)

Document: 10745515 ☐ Multiple Direct Pay

Vendor: 100044597 Montoya, Lois ☐ Vendor Hold

Accounting Amounts: FAIINVE 8.6 (DEVL)

Commodity Record Count: 1 Commodity: Document Acctg Distribution

Accounting Record Count: 3 Transaction Date: 02-DEC-2011 Item: 0

Sequence: 3

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
U	12	258000	3U0044	258B	3800	P131	GNACTV			

Bank: 04 Disbursements-Accounts Payable Income Type:

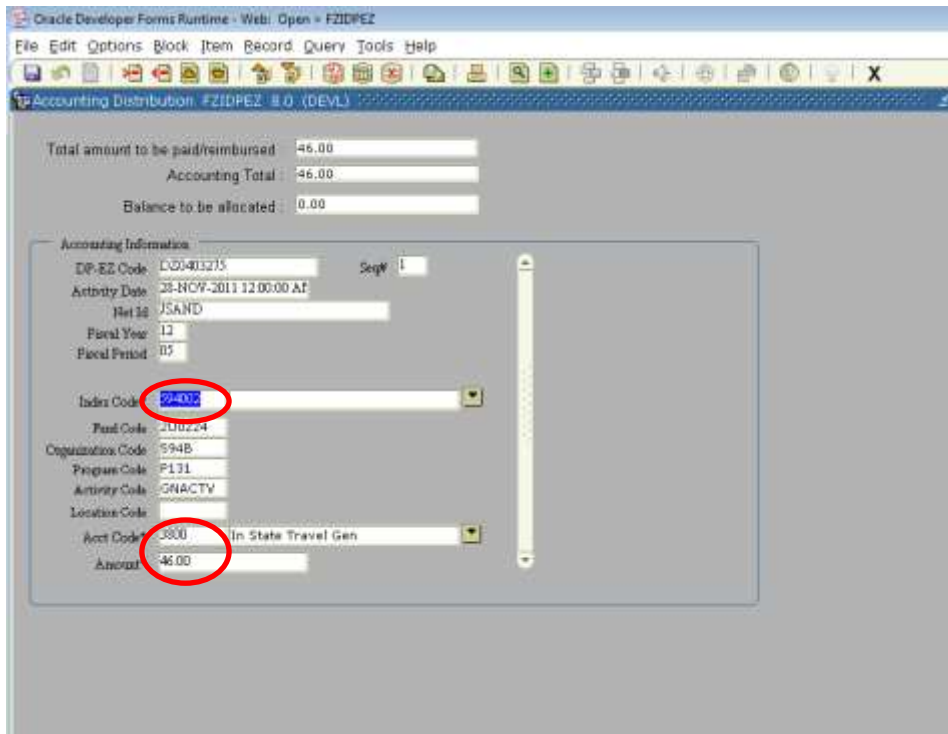
Commodity	Accounting
Approved: 184.00	0.00
Discount: 0.00	0.00
Tax: 0.00	0.00
Additional: 0.00	0.00
Net: 184.00	0.00

Indicators: Partial/Total Liquidation: NSF Override: Suspense: NSF Suspense:

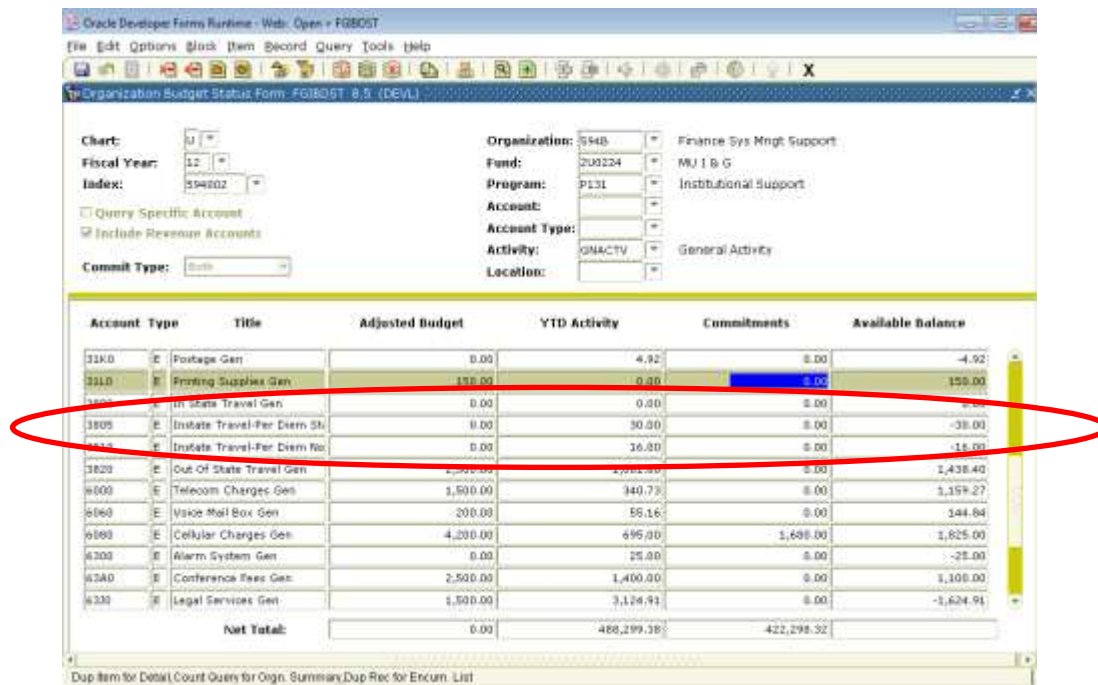
Account on DPEZ

Amount in account 3800

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.



Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
3100	Postage Gen	0.00	4.92	0.00	-4.92
3110	Printing Supplies Gen	130.00	0.00	0.00	130.00
3800	In State Travel Gen	0.00	0.00	0.00	0.00
3805	In State Travel-Per Diem St	0.00	30.00	0.00	-30.00
3810	In State Travel-Per Diem Rec	0.00	16.00	0.00	-16.00
3820	Out Of State Travel Gen	2,500.00	2,500.00	0.00	1,438.40
4000	Telecom Charges Gen	1,500.00	340.73	0.00	1,159.27
5060	Voice Mail Box Gen	200.00	55.16	0.00	144.84
6080	Cellular Charges Gen	4,200.00	695.00	1,685.00	1,825.00
6200	Alarm System Gen	0.00	25.00	0.00	-25.00
6240	Conference Fees Gen	2,500.00	1,400.00	0.00	1,100.00
6230	Legal Services Gen	1,500.00	3,124.91	0.00	-1,624.91
Net Total:		0.00	488,299.38	422,299.32	

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

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Direct Pay EZ Form FZADPEZ 8.0 (DEVL)

DP-EZ Code*	DZ0403321	New DP-EZ	DPI#	
Payee Type*	Y1 UNM Employee			
Payment Type*	P20 Travel			
Payee	100044597 Montoya, Lois			
Check Payee				
Address Type Code	MA	Seq # 4		
Address Line1	PO Box 81271	City	Albuquerque	
Address Line2		State	NM	Zip 87198-1271
Address Line3		Nation		
Payment Due Date				
Direct Deposit Status	Y	Override Direct Deposit, Issue check		
Special Handling	None	Activity Date		
Originator Net Id	TSHOE			
Originator Name	Shoebotham, Terry E			
Originator Dept	258A Unrestricted Accounting HSC Office			
Originator Title	Business Management Specialist			
Originator Phone*	272-0865			
Dept Head / Payee Supervisor Name	Laura Putz	Complete Indicator	N	
Dept Head / Payee Supervisor Title	Manager, Unrestricted Accounting	Cancel Indicator	N	

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*.

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Commodity Information - FZADPEZ 8.0 (DEVL)

Travel / Other Meals Lodging

Travel / Honorarium

DP-EZ Code Seq# Destination Departure Date & Time* Return Date & Time* Business Purpose* Additional Information

D20403321 Pt. Gordon, GA 11/28/2011 06:00 AM 12/01/2011 09:00 PM Medicine practices in rural communities

Travel / Honorarium Details

Detail Seq#	Payment Category*	Trans Date	Explanation	Amount	Travel Advance Source

Complete the second screen as you normally would, then select *Next Block*.

Commodity Information - FZADPEZ 8.0 (DEVL)

Travel / Other Meals Lodging

Meal Details

DP-EZ Code Seq# Destination Number of Breakfasts Number of Lunches Number of Dinners Per Diem Rate

D20403685

Computed Meal Total

Amount

Find GAN

Destination	County	Rate
GA Atlanta	Cobb	
GA Atlanta	DeKalb	
GA Atlanta	Fulton	
GA Savannah	Chatham	
GA Brunswick	Glynn	
GA Jekyll Island	Glynn	
GA Augusta	Richmond	

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.

The screenshot shows a web application window titled "University of New Mexico Travel Voucher". At the top, there are tabs for "Travel / Other", "Meals", "Lodging", and "Other". The "Meals" tab is selected. Below the tabs is a "Meal Details" section with a table. The table has columns for "DP-EZ Code", "Seq#", "Destination", "Number of Breakfasts", "Number of Lunches", "Number of Dinners", and "Per Diem Rate". The first row of data shows "DZ0403685", an empty "Seq#" field, "GA Atlanta" in the "Destination" dropdown, and "71" in the "Per Diem Rate" field. Below the table is a "Computed Meal Total" section with an "Amount" field. To the right of the "Meal Details" section, there is a red circle highlighting an error message box. The error message box has a yellow background and a red border. It contains a yellow warning icon and the text: "Per Diem cannot be greater than 56, resetting per diem rate to default." There is a "OK" button at the bottom right of the error message box.

DP-EZ Code	Seq#	Destination	Number of Breakfasts	Number of Lunches	Number of Dinners	Per Diem Rate
DZ0403685		GA Atlanta				71

Computed Meal Total

Amount

University of New Mexico Travel Voucher

Per Diem cannot be greater than 56, resetting per diem rate to default

OK

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?”

The screenshot shows a web browser window displaying the UMM Unrestricted Accounting, Admin website. The browser's address bar shows the URL <http://www.umm.edu/~garcia/financial.html>. The website has a blue header with the title "UMM Unrestricted Accounting, Admin" and a search bar. Below the header, there is a navigation menu with links to "FUND", "Account Codes", "Internal Service Centers", "SPQ Process", "Petty Cash", "Big Red", "Taxation", and "Office of Financial Services". A "Quick Links" section is also present, with a link to "UMM Policies and Procedures".

The main content area is divided into two columns. The left column contains a list of links under the heading "UMM Travel Policy":

- New Mission Safe
- Policy 4523
- New Mission Wireless Chat #1
- New Mission Wireless Chat #2

The right column contains a section titled "Travel Policy Workshop" with a link to "When is the next Travel Workshop?". Below this, there is a section titled "Travel Procedures & Forms" with a list of links:

- Checklist for Travelers
- Travel Per Diem Training Lab (TFL) AP 22-1 Workbook
- Fast info on how to create a Travel DPES
- How to request a Travel Advance
- Insurance Coverage While Traveling
- Mileage Calculator Report
- Per Diem Calculation Grid
- Procedures for Lost Missing Receipt
- Travel Procedures for Independent Contractors & Foreign National
- Vehicle Rental Price Agreements

Below this, there is a section titled "Travel Information" with a list of links:

- Cost of Carpool vs. Flight
- Currency Converter
- RIS Per Diem Chart
- Map Quest - Driving Directions & Distance
- Meal & Incidentals Expense (M&IE) per diem rates
- New Missionable Communication Flowchart

The link "What counts is this?" is circled in red. At the bottom of the page, there is a "Back to top" link.

Select “City-County Search, Put “Fort Gordon” in the City Name, and select “Search for County”.

City-County Search - Windows Internet Explorer

http://www.naco.org/Countries/Pages/City/Search.aspx

NACO National Association of Counties
The Voice of America's Counties

Home | Contact Us | Join NACO | Site Map

SEARCH

About Counties | About NACO | Legislation & Policy | Meetings & Education | News Room | Solutions Center | Research & Publications

Find A County

- City-County Search
- County Seats
- Counties with Elected Executive
- Coastal Counties

Learn About Counties

- Overview of County Government
- History of County Government
- Research County Names

Tell the Public What Counties Do

- County Government Works Campaign
- National County Government Month

Counties Work Game

Code of Ethics

Publications

- County Management & Structure
- Health Human Services and Justice
- Environment and Infrastructure

City-County Search

- Find the county a city is located in by either browsing through all the cities for a selected state or by typing the name of the city in the space provided.
- Find the county and city for a particular zip code.
- View a list of cities within a particular county.
- To report any updates, corrections or ask a question regarding City-County Search, please send your inquiries to apowell@naco.org

Related Links

- [USPS Zip Code Lookup](#)
- [Zipinfo.com](#)
- [US Census](#)

City Search

Search For County by Name of City

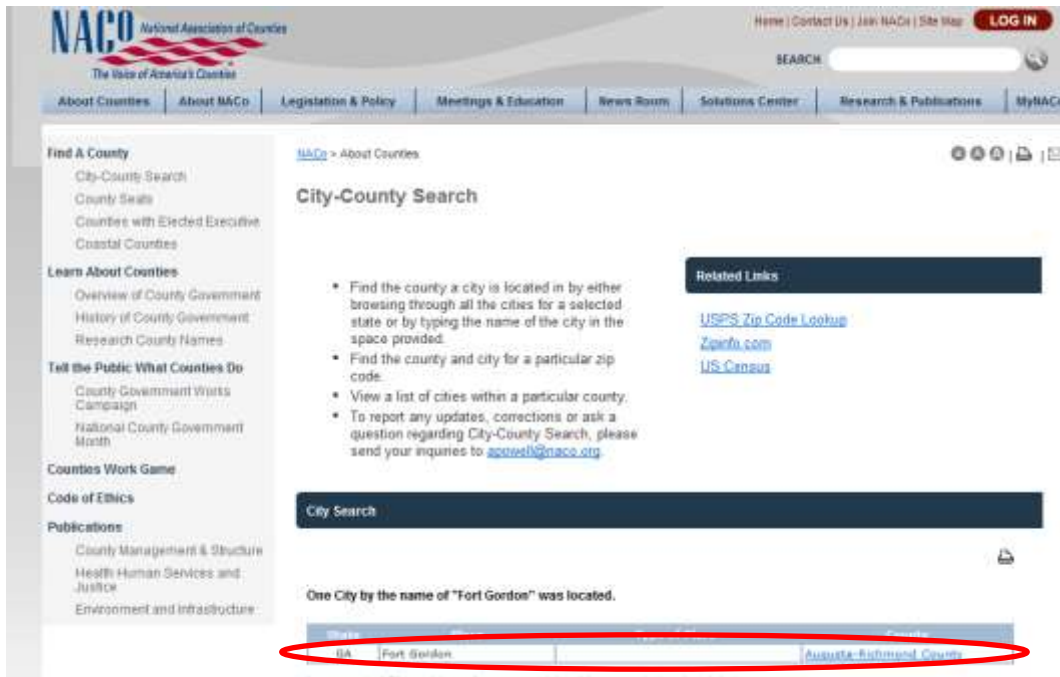
City Name:

Enter the name of a city then search for the county in which that city resides.

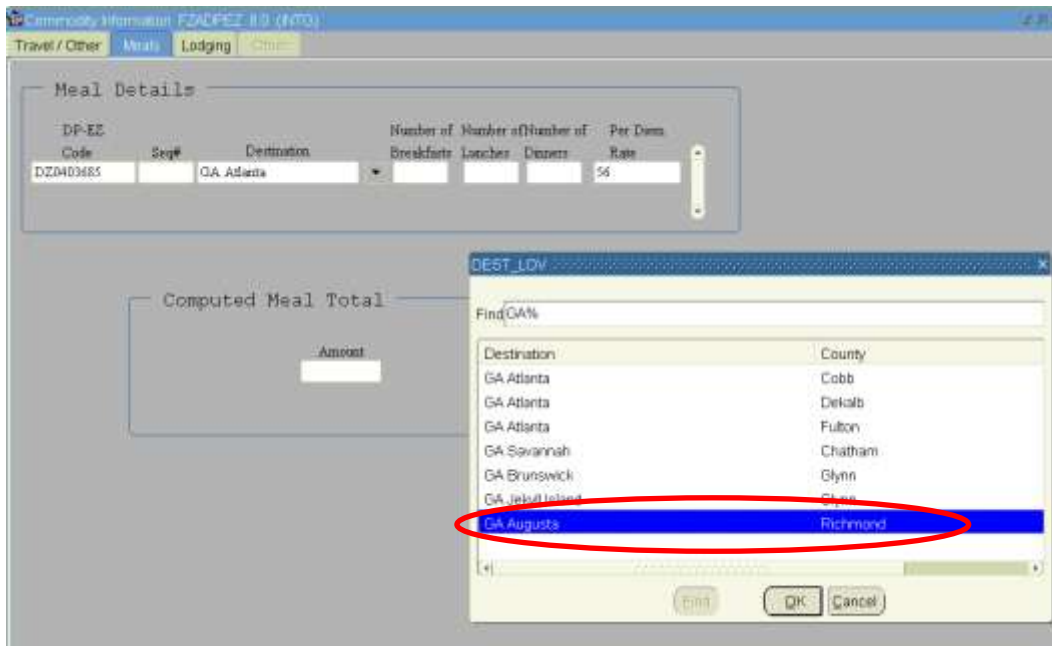
Search For County by Zip Code

Zip Code:

Enter a zip code then search for the county that zip code is located in.



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.

Oracle Developer Forms Runtime - Web: Open > FZADPEZ

File Edit Options Block Item Record Query Tools Help

Commodity Information FZADPEZ 8.0 (DEV)

Travel / Other Meals Lodging Other

Meal Details

DP-EZ Code	Seq#	Destination	Number of Breakfasts	Number of Lunches	Number of Dinners	Per Diem Rate
DZ0403321	1	GA Augusta	4	4	4	51

Computed Meal Total

Amount: 204.00

After selecting GA Augusta, input the number of meals and select *Next Block*. Your Computed Meal Total will be populated.

Accounting Distribution FZADPEZ 8.0 (INTG)

Total Amount to be Paid/Reimbursed: 204.00

Accounting Total: 204.00

Balance to be Allocated: 0.00

Accounting Information

DP-EZ Code: DZ0403685 Seq#: 1

Activity Date: 10-JAN-2012 12:00:00 AM

Net Id: TSHOE

Fiscal Year: 12

Fiscal Period: 07

Index Code: 258000 Unrestricted Acct HSC Admin

Fund Code: 300044 HUI and G

Organization Code: 258B Unrestricted Accounting HSC

Program Code: P131 Institutional Support

Activity Code: GNACTV General Activity

Location Code:

Account Code: 3820 Out Of State Travel Gen

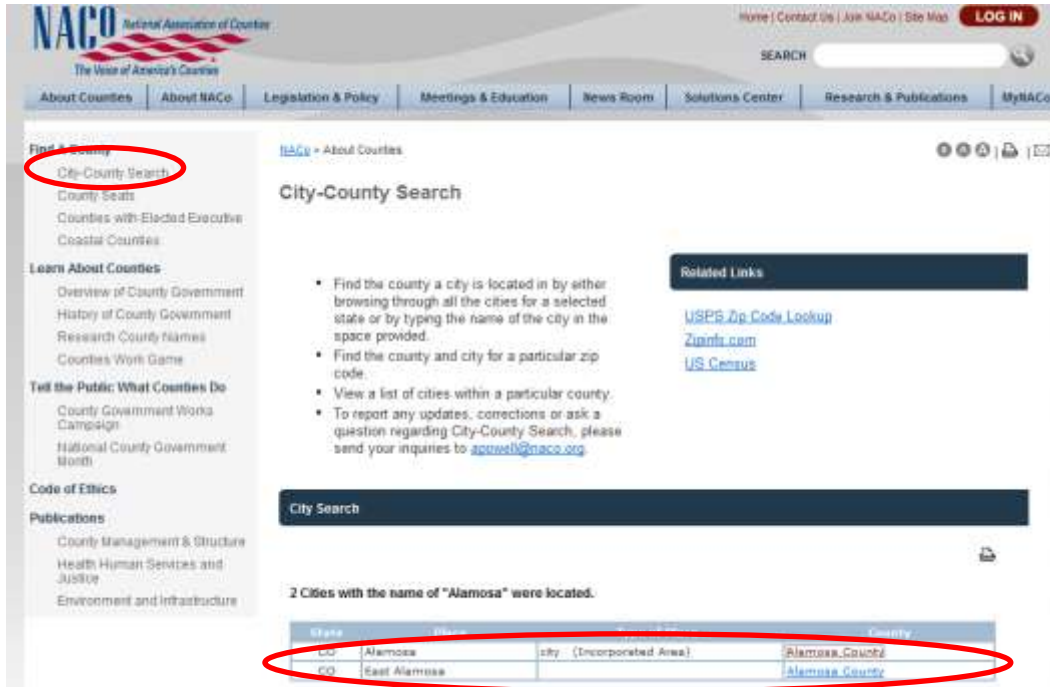
Amount: 204.00

Complete: ☒ In Process: ☐

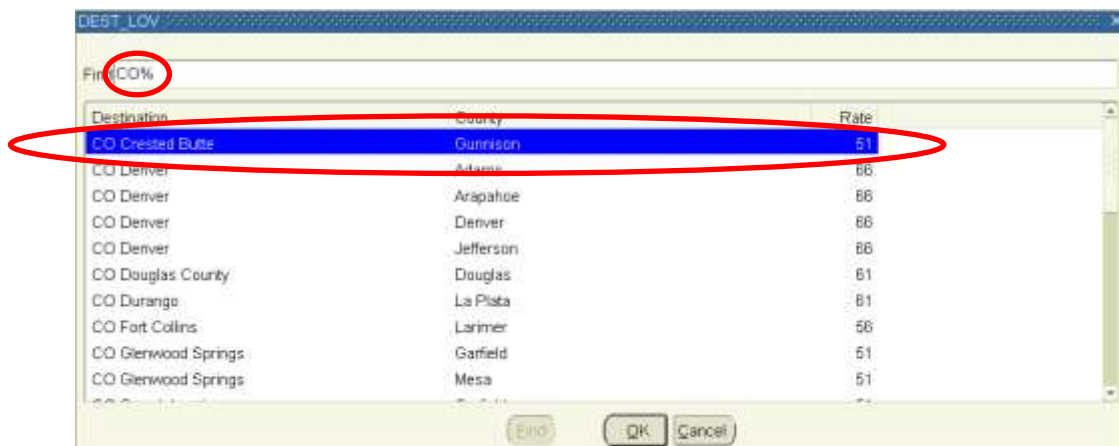
Select the accounting Distribution. Input the Index code and the REGULAR (3820) account code. Select *Complete*.

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:

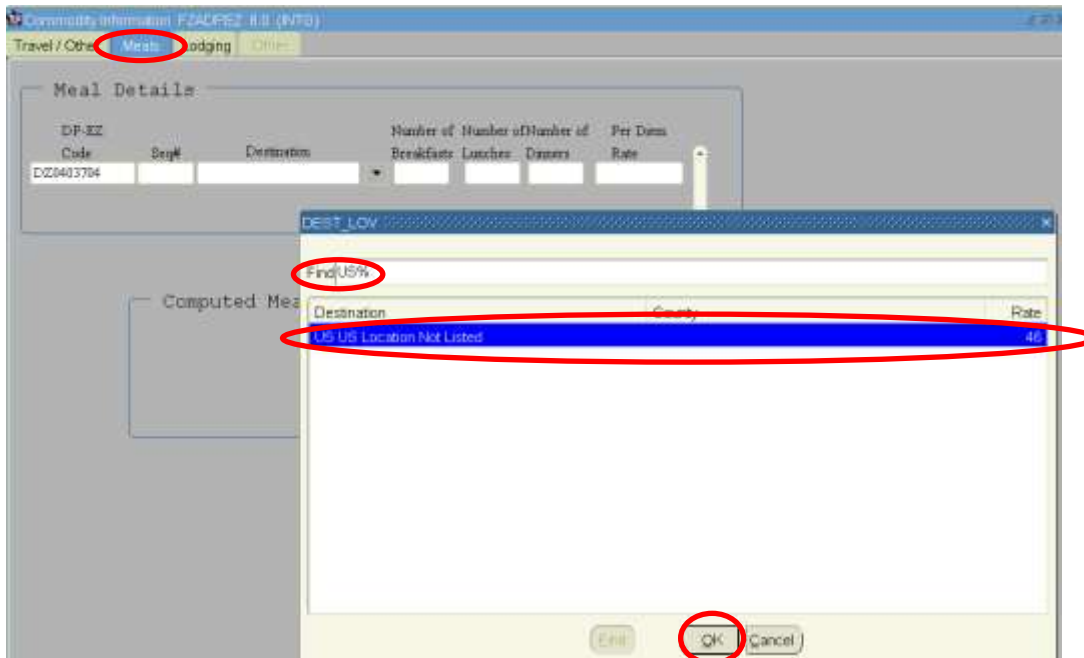


Alamosa city is located in Alamosa County. However, the DPEZ drop down menu for Colorado shows no Alamosa County.



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:

The screenshot shows the 'Travel / Other' tab in the FZADPEZ 8.0 (NTG) system. The 'Travel / Honorarium' section displays a table with the following data:

DP-EZ Code	Seg#	Destination	Departure Date & Time*	Return Date & Time*	Business Purpose*	Additional Information
DZ0403686	1	Las Vegas, NV	11/11/2011 09:00 AM	11/13/2011 11:59 PM	To attend IT conference	

Below this, the 'Travel / Honorarium Details' section shows a table with the following data:

Detail Seg#	Payment Category*	Trans Date	Explanation	Amount	Travel Advance Source
	Out of pocket	11/15/2011	taxi charges Receipts attached	75.00	

This travel DPEZ was to Las Vegas, Nevada.

The screenshot shows the 'Meals' tab in the FZADPEZ 8.0 (NTG) system. The 'Meal Details' section displays a table with the following data:

DP-EZ Code	Seg#	Destination	Number of Breakfasts	Number of Lunches	Number of Dinners	Per Diem Rate
DZ0403686	2	NV Las Vegas	2	3	3	71

Below this, the 'Computed Meal Total' section shows a table with the following data:

Amount
198.80

Per Diem totals \$198.80.



Direct Pay Approval Form

DPI #: I0745825

DP-EZ #: DZ0403686

Travel

UNM Employee

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



Acct.
Review

Payee: Meave Stevensdominguez

Date: 01/10/2012

Banner ID: 100008501

Requestor Department: Unrestricted Accounting HSC Office

Section I Accounting

Index Code	Index Description	Account Code	Account Description	Fund	Amount
594002	Finance Systems Management	3820	Out Of State Travel Gen	2U0224	\$573.80
Total Amount to be Paid / Reimbursed:					\$573.80

Section II. Travel Details

Destination	Departure Date / Time	Return Date / Time
Las Vegas, NV	11/11/11 09:00 AM	11/13/11 11:59 PM
Business Purpose: To attend IT conference		
Additional Information:		

Section III. Meal Per Diem (less provided meals)

Destination	Per Diem	#	Breakfast Rate	Total	#	Lunch Rate	Total	#	Dinner Rate	Total	Meals @ Destination
NV Las Vegas	\$71.00	2	\$14.20	\$28.40	3	\$17.75	\$53.25	3	\$39.05	\$117.15	\$198.80
Meals Total:											\$198.80

Section IV. Lodging (per diem or actual)

Destination	Day(s)	Per Diem	Actual	Lodging @ Destination
Las Vegas, NV	2	\$0.00	\$150.00	\$300.00
Lodging Total:				\$300.00

Section V. Travel / Other Expenses

11/15/2011	Out-of-pocket	taxi charges. Receipts attached	\$75.00
Travel / Other Expenses:			\$75.00
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

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>, 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.

Invoice/Credit Memo Query Form FAIINVE 8.6 (DEVL)

Document : 10745512 ☐ Multiple Direct Pay

Vendor: 100005501 Nagji, Parveen Z. ☐ Vendor Hold

Accounting Amounts FAIINVE 8.6 (DEVL)

Commodity Record Count: 1 Commodity: Document Acctg Distribution

Accounting Record Count: 3 Transaction Date: 01-DEC-2011 Item: 0

Sequence: 1

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
U	12	594002	2U0224	594B	3825	P131	GNACTV			

Bank: 04 Disbursements-Accounts Payable Income Type:

New State payment account-Out of State Travel

Commodity	Accounting
Approved: 573.80	125.24
Discount: 0.00	0.00
Tax: 0.00	0.00
Additional: 0.00	0.00
Net: 573.80	125.24

New State funded amount for out of state travel

-----Indicators-----

Partial/Total Liquidation: ☐

NSF Override: ☐

Suspense: N

NSF Suspense: N

Travel Per Diem Update

Invoice/Credit Memo Query Form FAIINVE 8.6 (DEVL)

Document: 10745512 ☐ Multiple Direct Pay

Vendor: 100005501 Nagji, Parveen Z. ☐ Vendor Hold

Accounting Amounts FAIINVE 8.6 (DEVL)

Commodity Record Count: 1 Commodity: Document Acctg Distribution

Accounting Record Count: 3 Transaction Date: 01-DEC-2011 Item: 0

Sequence: 3

COA Yr Index Fund Orgn Acct Prog Actv Locn Proj Commit Type

U 12 594002 200224 594B 3820 P131 GNACTV

Bank: 04 Disbursements-Accounts Payable Income Type:

Commodity Accounting

Approved:	573.80	375.00
Discount:	0.00	0.00
Tax:	0.00	0.00
Additional:	0.00	0.00
Net:		375.00

Indicators: Partial/Total Liquidation: NSF Override: Suspense: N NSF Suspense: N

Regular out of state travel account

Amount of DPEZ posted into Regular out of state travel account

Invoice/Credit Memo New Record FAIINVE 8.6 (DEVL)

Document: 10745512 ☐ Multiple Direct Pay

Vendor: 100005501 Nagji, Parveen Z. ☐ Vendor Hold

Accounting Amounts FAIINVE 8.6 (DEVL)

Commodity Record Count: 1 Commodity: Document Acctg Distribution

Accounting Record Count: 2 Transaction Date: 01-DEC-2011 Item: 0

Sequence: 2

COA Yr Index Fund Orgn Acct Prog Actv Locn Proj Commit Type

U 12 594002 200224 594B 3830 P131 GNACTV

Bank: 04 Disbursements-Accounts Payable Income Type:

Commodity Accounting

Approved:	573.80	73.56
Discount:	0.00	0.00
Tax:	0.00	0.00
Additional:	0.00	0.00
Net:		73.56

Indicators: Partial/Total Liquidation: NSF Override: Suspense: N NSF Suspense: N

New Non-State funded account for out of state travel per diem

New Non-State funded amount for out of state travel per diem

Notice that there are three accounting records showing how the per diem amount was spread to different accounts.

Oracle Developer Forms Runtime - Web: Open - FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status Form: FGIBDST - 0 - (DEV)

Commit: U
Fiscal Year: 12
Location: 594032

Organization: 5945 Finance Sys Mngt Support
Fund: 200224 MU I & G
Program: P131 Institutional Support
Account:
Account Type: GNACTV General Activity
Location:
Commit Type: Both

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
3100	Dues Memberships Gen	130.00	0.00	0.00	130.00
3120	Parking Permits Gen	150.00	150.00	0.00	0.00
3140	Postage Gen	0.00	4.92	0.00	-4.92
3160	Printing Supplies Gen	150.00	0.00	0.00	150.00
3800	In State Travel Gen	0.00	0.00	0.00	0.00
3805	Instate Travel-Per Diem St	0.00	30.00	0.00	-30.00
3810	Instate Travel-Per Diem No	0.00	16.00	0.00	-16.00
3820	Out of State Travel Gen	2,500.00	1,426.80	0.00	1,073.20
3825	Out State Travel-Per Diem	0.00	125.24	0.00	-125.24
3830	Out State Travel-Per Diem No	0.00	73.56	0.00	-73.56
6000	Telecom Charges Gen	1,500.00	340.73	0.00	1,159.27
6000	Voice Mail Box Gen	200.00	55.16	0.00	144.84
Net Total:		0.00	486,282.88	422,298.32	

Dup Item for Detail, Count Query for Orgs, Summary, Dup Rec for Encum List
Record: 11/32

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.

DP-EZ Code	Seq#	Destination	Number of Breakfasts	Number of Lunches	Number of Dinners	Per Diem Rate
DZ0403683		Foreign Travel				285

Computed Meal Total

Amount

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 web site on the *Travel* tab.

GSA U.S. General Services Administration

WHAT GSA OFFERS DOING BUSINESS WITH GSA LEARN MORE BLOG

Home > Policy & Regulations > Travel, Transportation, & Relocation > Travel Management > Per Diem > Per Diem Rates > Per Diem Rates Look-Up

Per Diem Rates Look-Up

Rates are set by fiscal year, effective October 1. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or zip code), or by clicking on the map. Find previous rates by selecting the past year in the pulldown and clicking on the map.

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city OR Enter your ZIP Code **FIND PER DIEM RATES**

Select a State

SEARCH BY STATE

Find Rates for: **Fiscal Year 2012 (Current Year)**

The Department of Defense sets rates for Alaska, Hawaii, U.S. Territories, and Possessions (CONUS rates.) Visit DoD Site >

No State Department sets Foreign rates. Visit State Dept Site >

Select the Visit State Dept Site.

U.S. Department of State | Welcome to...

U.S. DEPARTMENT OF STATE

SECRETARY CLINTON MEDIA CENTER TRAVEL CAREERS BUSINESS YOUTH & EDUCATION

ABOUT STATE POLICY ISSUES COUNTRIES & REGIONS ECONOMICS & ENERGY ARMS CONTROL & SECURITY DEMOCRACY & GLOBAL AFFAIRS PUBLIC DIPLOMACY & PUBLIC AFFAIRS ASSISTANCE & DEVELOPMENT

Per Diem Rates

Current and Prior Year Rates

Foreign Per Diem Rates by Location

- Foreign Per Diem Rates by Location
- Fiscal Version of Foreign Per Diem Rates

Foreign Per Diem rates are established monthly by the Office of Allowances as maximum U.S. dollar rates for reimbursement of government civilians traveling on official business in foreign areas. Lodging and M&IE (Meals & Incidental Expenses) are reported separately followed by a combined daily rate. The breakdown of rates by meals and incidentals is found in Appendix B. For regulations pertaining to these rates, see the Federal Travel Regulation (FTR) established by the General Services Administration and implementing regulations established by Federal Agencies. (Foreign Affairs Agencies - see Foreign Affairs Manual (FAM) (Vol. 14); Defense Agencies - see Chapter 4 of the JFTR, Vol. 1 for members of the uniformed services; see the JFTR, Vol. 2 for civilians.)

Select *Foreign Per Diem Rates by Location*. Then select the drop down menu and highlight Australia (1). Select Go (2).

U.S. Department of State | Welcome to...

U.S. DEPARTMENT OF STATE

ABOUT STATE POLICY ISSUES COUNTRIES & REGIONS ECONOMICS & ENERGY

Office of Allowances
 • Organization Chart
 Per Diem Rates
 • Foreign Per Diem Rates
 • Other Per Diem Rates
 Allowance Rates
 • Allowance Rates (Sec. 920)
 • Allowances By Location
 • Allowances By Type
 • Biweekly Updates
 Standardized Regulations (DSSR)
 • DSSR Table of Contents
 • Search the DSSR
 General Information
 • Contact Us
 • Frequently Asked Questions

You may use the dropdown menu to select the country name will display the Per Diem data for all locations.

Country: *All Locations*

GO

U.S. DEPARTMENT OF STATE

SECRETARY CLINTON MEDIA CENTER TRAVEL CAREERS BUSINESS YOUTH & EDUCATION

ABOUT STATE POLICY ISSUES COUNTRIES & REGIONS ECONOMICS & ENERGY ARMS CONTROL & SECURITY DEMOCRACY & GLOBAL AFFAIRS PUBLIC DIPLOMACY & PUBLIC AFFAIRS ASSISTANCE & DEVELOPMENT

Foreign Per Diem Rates in U.S. Dollars

Country: AUSTRALIA
 Publication Date: 01/01/2012

Previous Rates: 01/01/2012 Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
AUSTRALIA	Adelaide	01/01	12/31	253	174	427	N/A	11/01/2011
AUSTRALIA	Brisbane	01/01	12/31	227	140	367	N/A	11/01/2011
AUSTRALIA	Cairns	01/01	12/31	184	184	328	N/A	11/01/2011
AUSTRALIA	Canberra	01/01	12/31	232	135	367	N/A	10/01/2011
AUSTRALIA	Darwin, Northern Territory	04/01	09/30	232	156	388	N/A	11/01/2011
AUSTRALIA	Darwin, Northern Territory	10/01	03/31	142	147	289	N/A	11/01/2011

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.

Travel Per Diem Update

The screenshot shows the 'Meal Details' form. At the top, there is a menu bar with 'File', 'Edit', 'Options', 'Block Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main window title is 'Commodity Information FZADPEZ 8.0 (INTG)'. The 'Meal Details' section contains a table with the following data:

DP-EZ Code	Seq#	Destination	Number of Breakfasts	Number of Lunches	Number of Dinners	Per Diem Rate
DZ0403663	1	Foreign Travel	2	2	2	135

Below the table is a section titled 'Computed Meal Total' with a sub-section 'Amount' showing the value '270.00'.

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.

The screenshot shows the 'Accounting Distribution' form. At the top, there is a menu bar with 'File', 'Edit', 'Options', 'Block Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main window title is 'Accounting Distribution FZADPEZ 8.0 (INTG)'. The form contains the following fields:

Total Amount to be Paid/Reimbursed: 270.00
Accounting Total: 270.00
Balance to be Allocated: 0.00

Accounting Information:

DP-EZ Code: DZ0403663 Seq#: 1
Activity Date: 05-JAN-2012 12:00:00 AM
Net Id: TSHOE
Fiscal Year: 12
Fiscal Period: 07

Index Code*: 997000 Admin I & G
Fund Code: 300044 HU I and G
Organization Code: 99780 Pediatrics General Administration
Program Code: P101 Instruction Unrestricted
Activity Code: GNACTV General Activity
Location Code:
Acct Code*: 3840 Foreign Travel Gen
Amount*: 270.00

At the bottom, there are two buttons: 'Complete' (highlighted with a red circle) and 'In Process'.

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.



The University of New Mexico

Direct Pay Approval Form

DPI #: I0745816

DP-EZ #: DZ0403663

Travel

UNM Employee

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

Payee: Lance Smith

Banner ID: 101329524

Date: 01/05/2012

Requestor Department: Unrestricted Accounting HSC Office

Section I Accounting

Index Code	Index Description	Account Code	Account Description	Fund	Amount
997000	Admin I & G	3840	Foreign Travel Gen	3U0044	\$270.00
Total Amount to be Paid / Reimbursed:					\$270.00



Acct. Review

Section II. Meal Per Diem (less provided meals)

Destination	Per Diem	#	Breakfast		Lunch		Dinner		Meals @ Destination
			Rate	Total	Rate	Total	Rate	Total	
Foreign Travel	\$135.00	2	\$27.00	\$54.00	\$33.75	\$67.50	\$74.25	\$148.50	\$270.00
Meals Total:									\$270.00
Total Itemized Amount:									\$270.00

Section ??

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: Lance Smith

Printed Name

Requestor: Shoebottom, Terry E
Requestor's Title: Business Management Spec
Requestor's Phone: 272-0865

Payee's Signature

Dean, Director or Department Head's; Supervisor's;
or PI's signature (as applicable per Policy 4030.3)

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

Unrestricted Acctg - HSC
MSC09 5222

Signature

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.

The screenshot shows a web-based form for travel reimbursement. The 'Payment Type' dropdown is set to 'F10 Honorarium', which is circled in red. Other visible fields include: DP-EZ Code (02040366), Payee Type (Y4 US Individual or US Company), Payee (101578112 Jones, Aaron K.), Address Type Code (BU), Address Line 1 (5603 Saint Paul St), City (Bellare), State (TX), Zip (77401-2615), Payment Due Date (05-JAN-2012), Direct Deposit Status (N), Special Handling (None), Activity Date (05-JAN-2012 12:06:01 PM), Originator Net Id (TSHOE), Originator Name (Shoebotham, Terry E), Originator Dept (258A Unrestricted Accounting HSC Office), Originator Title (Business Management Specialist), Originator Phone (272-0865), Dept Head / Payee Supervisor Name (Laura Pütz), and Dept Head / Payee Supervisor Title (Manager, HSC Unrest. Accounting). Complete and Cancel indicators are both set to 'N'.

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.

Commonwealth Information: FZADPEZ 6.0 (INTG)

Honorarium / Meals (Actual) | Meals (Per Diem) | Lodging | Other

Travel / Honorarium

DP-EZ Code	Seq#	Destination	Departure Date & Time*	Return Date & Time*	Business Purpose*	Additional Information
DZ0403664	1	Albuquerque	01/01/2012 12:00 AM	01/04/2012 12:00 AM	Deliver presentation on the History of Merchants to	

Travel / Honorarium Details

Detail Seq#	Payment Category*	Trans Date	Description	Amount	Travel Advance Source
1	Honorarium Payment	01/05/2012	Rate of \$56 for non UNM employee	112.00	
2	Honorarium Payment	01/05/2012	Fee in honor of presenter	100.00	

Select the appropriate account code, generally 63E0 for Honoraria General, or 4640 for Participant Incentives general. Complete the DPEZ.

Total Amount to be Paid/Reimbursed: 212.00

Accounting Total: 212.00

Balance to be Allocated: 0.00

Accounting Information

DP-EZ Code: DZ0403664 Seq#: 1

Activity Date: 05-JAN-2012 12:33:20 PM

Net Id: TSHOE

Fiscal Year: 12

Fiscal Period: 07

Index Code*: 258000 Unrestricted Acct HSC Admin

Fund Code: 300044 HUI and G

Organization Code: 2598 Unrestricted Accounting HSC

Program Code: P131 Institutional Support

Activity Code: GNACTV General Activity

Location Code:

Acct Code*: 63E0 Honoraria Gen

Amount*: 212.00

Complete ☒ In Process ☐

Travel Per Diem Update



Direct Pay Approval Form

DPI #: 10745817

DP-EZ #: DZ0403664

Honorarium

US Individual or US Company

Income Type: NC Nonemployee Compensation



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

An honorarium is a payment to an individual of special achievement or renown, in return for that individual's willingness to visit the University and participate in a University event of short duration (such as speaker, reviewer, seminar participant, etc.), with the understanding that payment does not constitute compensation commensurate with the actual services provided.

A recipient may wish to include a signed itemization of travel expenses or submit original receipts. These expenses may be reported on this form or submitted later with a Travel DP-EZ form. This will allow these expenses to be deducted from the honorarium amount that will be reported on the recipient's 1099. Without such accounting, the entire amount of the honorarium is reportable to IRS.

Payee: Aaron Jones

Date:

Banner ID: 101578112

Requestor Department: Unrestricted Accounting HSC Office

Section I Accounting

Index Code	Index Description	Account Code	Account Description	Fund	Amount
258000	Unrestricted Acct HSC Admin	63E0	Honoraria Gen	3U0044	\$212.00
Total Amount to be Paid / Reimbursed:					\$212.00

Section II. Travel Details

Destination	Departure Date / Time	Return Date / Time
Albuquerque	01/01/12 12:00 AM	01/04/12 12:00 AM
Business Purpose: Deliver presentation on the History of Microbes to Medical and History students		
Additional Information:		

Section V. Honorarium / Other Expenses

01/05/2012	Honorarium Payment	2 days per diem at Federal rate of \$56 for non UNM employee	\$112.00
01/05/2012	Honorarium Payment	Fee in honor of presenter	\$100.00
Honorarium / Other Expenses:			\$212.00
Total Itemized Amount:			\$212.00

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.

Printed Name

Dean, Director or Department Head's Signature

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 programing 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.