

# ***DOÑA ANA COUNTY HEAD START***

## ***TRAVEL REQUEST INSTRUCTIONS/INFORMATION***

1. Travel Request:
  - A. In-state Travel - Complete only the top portion of the Doña Ana County Head Start In-State Travel Request. Per diem rates will be determined after lodging verification is returned with reimbursement request form. Remember you must complete estimated cost of trip - lodging, transportation, registration fees, etc.
  - B. Out of State Travel - Complete an NMSU Authorization of Employee Travel form. Administrative Office will complete the per diem line - please do fill out remaining "Estimated Cost of Trip" section.
2. Conference: Conference information, including registration form, must be attached to Travel Request forms.
3. Registration Forms: Forms must be completed in one of the following methods:
  - A. **It is the employee's responsibility to verify registration prior to registration deadline.**
  - B. Group Registration:
    1. Must be processed by Administrative Office.
    2. Individual registration forms must be completed and attached to the request.
4. Per diem: Per diem covers lodging and meals **ONLY** when an overnight stay is required. Per diem reimbursement for one day travel (no overnight) will be prorated as follows: 0.1 - 5.9 hours \$7.50; 6.0 - 11.9 hours \$15.00; 12.0 - 24.0 hours \$30.00 (In-State). Partial day per diem where overnight lodging is not required will be treated as taxable compensation to the employee and reported as such on the employee's W-2. Also, when meals and/or lodging are included in registration fees, per diem reimbursement will be adjusted as per NMSU Business Manual, Section 2.03.12. Per diems may also be adjusted if lodging involves more than one person in room.
5. Air Fare:
  - A. An employee may purchase their own ticket and be reimbursed upon return with submittal of ticket stub marked PAID.

OR

  - B. Call Adventure Travel, (524-1400) for reservations requesting them to bill NMSU:
    1. In-State/Out-of-State Travel - give fund number and Head Start will be billed.
  - C. Only Coach fare will be reimbursed.

6. Lodging Accommodations: Arrange for your own accommodations and verify your reservation prior to leaving on your trip. (Recommend - only two per room).
  7. Ground Travel: Rental car expenses will be reimbursed only if the traveler's copy of the rental agreement is marked "PAID" (basic rental coverage only). Employees are encouraged to use the Citicorp Diners Club credit card for all rental car transactions to take advantage of the free Collision Damage Insurance.
  8. Other Expenses: Tips, transportation expenses (such as taxi or shuttle), parking fees, and other miscellaneous expenses will be reimbursed on the basis of \$6.00 per day without receipts or actual reimbursement for receipted expenses; however, in either case they must be itemized.
  9. Approval Acknowledgment: A copy of the completed Travel Request form will be returned to employee upon approval.
  10. Upon Return: Submit to Administrative Office within (5) five days of return all required receipts (as shown on checklist) and original airline ticket stubs, whether charged to the University or paid by the employee for processing.
  11. T & TA Report: Complete a T & TA Report and agenda and submit with Reimbursement Voucher.
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\* Personal expenses, such as laundry, movie rentals, personal calls will not be reimbursed.

El Paso is considered as "in-state" travel.