

SOP—UNM Biology Department Seminar Travel Procurement and Reimbursement Procedures

Purpose

The purpose of this document is to identify reimbursement costs allowed by the UNM Department of Biology for the weekly departmental seminar speakers.

Policy

Prerequisites and Required Items

Pre-approval for meal expenses from the College of Arts and Sciences.

Overview for Reimbursement and Requesting Exceptions When Hosting a Faculty Search Member

The Department of Biology will reimburse expenses associated with seminar guests per the following policy. Requests for variation must be submitted in writing for approval by the Department Chair. Hosts for meals or other functions for seminar guests are responsible for any non-approved charges which exceed either the following guidelines or any special requests approved by the Chair. Hosts are also responsible for providing receipts for all expenses to be reimbursed.

Approved expenses are as follows:

- **Meals:** The department will reimburse meal costs for the seminar speaker and three designated representatives of the Biology Department (usually the host and two additional faculty members, staff, or graduate students). Meal expenses for additional UNM faculty, staff, graduate students, and spouses will not be reimbursed.
- **Meal Costs:** Reasonable expenses allowed for meals are \$20.40 for each person (up to four) for breakfast; \$25.50 for each person (up to four) for lunch; and \$56.10 for each person (up to four) for dinner. These amounts include tip. No alcoholic beverages are covered.
- **Travel and Lodging:** The Biology Department follows official UNM Travel Policy and Procedures for travel and lodging.

Details for Reimbursement and Requesting Exceptions When Hosting a Seminar Speaker

Seminar Speaker hosts should follow the procedures outlined below to ensure timely reimbursement for both themselves and the job candidates.

1. Issues of Special Importance
 - a. Alcoholic beverages are *always* a prohibited expense.
 - b. Internal order forms must be used to process requests for reimbursement for both the host or seminar speaker. If guest has never been reimbursed by UNM before, a signed W-9 form must be provided to the accounting department.
 - c. Business purpose information on the internal order form must state that these charges are expenses incurred for a Biology Department Weekly Seminar Speaker visit and must include the name of the speaker and the dates of the presentation and must state that no alcohol charges are included in the reimbursement request.
 - d. Reimbursement for foreign nationals and foreign travel require special approvals and may require a particular visa status. This approval needs to be routed via Taxation prior to making any arrangements or reimbursements. Hosts need to contact the biology accounting department at least two weeks prior to making final arrangements for the seminar speaker.
2. Reimbursement Policies and Procedures:
 - a. Provide all receipts for all expenditures.
 - b. No alcohol (see 1a).
 - c. Travel:
 - i. Airfare/Train: Economy class within the continental U.S. is acceptable with a three week advanced purchase. Hosts should contact the accounting office if they would like the Biology Department to purchase airfares directly. The host and/or the candidate must provide a preferred itinerary. The Department prefers to book all travel in advance instead of having the seminar speaker incur out-of-pocket charges. If not booked within the 21 day advance booking, host will pay the difference in costs.
 - ii. Automobile: Candidates can be reimbursed at the standard UNM mileage rate (please see <http://www.unm.edu/~gacctng/travel.html>) if

they drive their own vehicles. If the candidate is driving from another state, the maximum mileage reimbursement cannot be greater than what economy class airfare with a four week advanced purchase would have cost.

- iii. Transport between the speaker's hotel, the airport, train station, and the Biology Department cannot be reimbursed without a receipt.

d. Lodging:

- i. Lodging for two nights will be covered at the standard room rates for UNM approved hotels. A third night can be covered with advance approval from the Department Chair. As soon as possible, hosts need to contact the accounting office to make arrangements for the Biology Department to directly pay for the seminar speaker's room using UNM rates. Rate inquiries should be made to reduce unusually high costs during peak travel times (i.e., Balloon Fiesta, Thanksgiving, etc.). The accepted vendors for lodging accommodations are subject to change, please consult accounting for the current vendor. Please see the accounting department to make these arrangements.
- ii. If UNM approved hotels are full or charging excessive amounts, then comparable rates should be sought at other establishments. Receipts must be provided.

e. Meals:

- i. The Biology Department will reimburse meal charges (excluding alcohol) for the seminar speaker, and three designated departmental representatives who usually include the host and two other faculty members, staff or graduate students. Meal receipts are required and must be taped to a blank sheet listing the names of all four persons whose meals are purchased. Include the individual's title and affiliation and if they are a UNM employee per Section 4.13 in the General Accounting Guidelines for *Employee Food Expenses*.
- ii. As previously noted, the current allowable reimbursement rates are \$20.40 for each person (up to four) for breakfast; \$25.50 for each person (up to four) for lunch; and \$56.10 for each person (up to four) for dinner. No alcoholic beverages are covered.
- iii. Hosts will not be reimbursed for excessive meal charges whether the charges result from additional attendees or higher meal costs.

Approvals and Authorization

Name:		Title:
Revision Number	Approval Date	Comment
1	3/20/13	Approved—Richard Cripps, Chair
2	12/12/13	Approved—Robert D. Miller, Chair
3	12/03/15	Approved—William Pockman, Chair

Revision Detail:

Current Version Date:		Next Review Date:
Revision Number	Revision Date	Description and Author
1	3/20/13	Update to Seminar Travel for clarification—Donna George
2	12/12/13	Update reimbursement limits. Bring policy in line with reimbursements process—Nathan Holscher
3	12/03/15	Update reimbursement limits to reflect higher reimbursements allowed by A&S policy—Nathan Holscher

Distribution

Name	Title