

# PEC TRAVEL TIPS FOR EFFICIENT & TIMELY REIMBURSEMENTS

## Reminders and recommendations for timely reimbursements.

---

**PLEASE NOTE:** All NM State Departments must submit vouchered reimbursements within 2 weeks of travel or attendance of meeting/s. This means Commissioners should submit their claim forms and receipt within one week. This gives the preparer (PEC Liaison) time to complete reimbursements packets, obtain all required signatures to be submitted to the department's accounts payable division to audit, process for payment and voucher to DFA.

*MAPs Fin 5.8 (D) (2)* requires travel forms to be submitted to DFA no later than two (2) weeks after the trip ends. Memo justification should reference the specific traveler and travel dates. Please do not use blanket language.

If an agency misses this deadline, a memo from the CFO explaining why it happened and how it will be prevented in the future must be attached to the voucher in SHARE.

*The above policy had been in place with DFA for years and it wasn't until a year ago that they started to enforce it with all NM State Departments.*

---

To stay in compliance with the NM State Policy above, I kindly request your claim forms and receipts be sent to me as soon as possible. I process 10 claim forms within the allowed two-week time frame. I need accurate information on your claim forms, clean readable receipts, additional information you may need to inform me about regarding your reimbursement and your response to calls and emails please. My expectation is to complete your reimbursement requests in a timely manner to get monies due back to you as soon as possible.

## SAVE ALL RECEIPTS

**You must provide itemized receipts. Do not write on receipts.**

### 1. Hotel Receipts

- a. Please try not to charge additional items to your room. If you do, please inform me of the charges when submitting your claim form.
- b. If room service is used, you must provide separate itemized receipt/s.
- c. If parking fees are included on the hotel folio this is fine. However, if the folio doesn't state "parking fees" but you were informed the fee was for parking, please inform me when submitting your claim form.

## 2. Meal Receipts

- a. Always submit itemized meal receipts and a second receipt if a tip was left showing the tip amount.
- b. If you dine with someone else, please ask for a separate check. Or inform me of the items you consumed.
- c. All meal receipts should have the date and time of purchase.

## 3. Airline Receipts

- a. Please provide a detailed airline receipt/s to include flight departure date and times of arrival and return flight/s departure time and landing times with total charges of flight/s showing paid in full.

## 4. Transportation receipts (Uber/Lift/Taxi/Shuttle etc.)

- a. Please save all receipts for transportation and tips.
- b. Don't take a blank cab receipt to complete yourself, insist they give you a receipt.

**Please Note:** *The State will pay for transportation from the airport to hotel and back. From hotel to conference or event site and back. The State will not pay for travel outside of the conferences or events agenda timelines or personal ventures.*

## 5. Driving Personal Vehicle Across State Lines

- a. If you choose to drive your personal vehicle to attend a conference or event you will only be reimbursed the amount of a flight another traveler spent to attend the same conference or event regardless of actual mileage.

### 2.42.2 NMAC / Rules

#### 2.42.2.11 MILEAGE-PRIVATE CONVEYANCE:

**F. Reimbursement limit for out of state travel:** Total mileage reimbursement for out of state travel by privately owned automobile or privately owned airplane shall not exceed the total coach class commercial airfare that would have been reimbursed those traveling had they traveled by common carrier. This subsection shall not apply to a public school when transporting students.

## 6. Agenda

- a. If you are attending a meeting, conference, convening, event, etc. please provide a copy of the agenda with your claim form for reimbursement.

## REIMBURSEMENT TRAVEL TIME: HOW IT WORKS

Travel time starts the minute you start to travel and runs in a 24-hour cycle, until the time you return.

### Example 1:

Date	Depart Time	Return Time
06/07/2024	7:00 AM	
06/09/2024		3:00 PM

**DAY 1:** Your allowable meal amount of **\$59** per day starts on 06/07/24 at 7:00 AM and ends 06/08/24 at 7:00 AM.

**DAY 2:** Your allowable meal amount of **\$59** per day starts on 06/08/24 at 7:00 AM and ends 06/09/24 at 7:00 AM.

**DAY 3:** Actuals cannot be claimed for the last day of travel. Partial Day Per Diem can be used if you qualify – your day starts at 7:00 AM and ends when you return home at 3:00 PM, which is 8 hours for a total of \$42 partial day per diem.

### Example 2:

Date	Depart Time	Return Time
06/07/2024	4:00 PM	
06/09/2024		3:00 PM

**DAY 1:** Your allowable meal amount of **\$59** per day starts on 06/07/24 at 4:00 PM and ends 06/08/24 at 4:00 PM.

**DAY 2:** Your allowable meal amount of **\$59** per day starts on 06/08/24 at 4:01 PM and ends 06/09/24 at 4:01 PM.

**DAY 3:** Actuals cannot be claimed for the last day of travel. Partial Day Per Diem can be used if you qualify – your day starts at 4:00 PM and ends when you return home at 3:00 PM, which is 0 hours, you would not be eligible for partial day per diem in this example.

Partial Day/Return from Travel/Same Day	
Less than 2 hours	0.00
2 hours but less than 6	20.00
6 hours but less than 12	42.00
12 hours but less than 24	59.00