

Travel Support Information

Forms and documents needed

Foreign National

- [Non-employee expense reimbursement form](#)
- [W8BEN](#)
- Copy of passport & visa
- Copy of visa documentation (I-94, I-20, etc.)
- Approval letter from DSO

Permanent Resident

- [Non-employee expense reimbursement form](#)
- [W9](#)
- Copy of permanent resident card

US citizen

- [Non-employee expense reimbursement form](#)
- [W9](#)

Non-employee expense reimbursement form: This form needs to be completely and correctly filled out. Any missing information or incorrect information will delay the reimbursement.

Approval letter from DSO: A letter of approval from the DSO (Designated School Official) stating that they are aware of the travel grant reimbursement and give their approval.

To download the non-employee expense reimbursement form, W8BEN or W9 please go to:
compres.unm.edu/forms

Have you received a reimbursement from COMPRES in the last year?

Once your W8BEN or W9 is entered into the University of New Mexico's system, it is valid for 3 calendar years unless your personal information (i.e. address) changes. You do need to include all other documentation each time reimbursement is sought.

Any requests that do not comply with the requirements may not be processed.

All documentation and forms need to be submitted to the COMPRES Central Office within 20 days of travel. Expenses must be adequately accounted for within a "reasonable period of time" defined by the IRS to be 60 days after the expenses were incurred.

International persons are taxed 14% or more of their total reimbursement. The amount is dependent on your visa status. If you are eligible, you may file a non-resident tax return at the end of the year. Go to [Tax Obligations & Information](#) for more details.

If your institution has a sub-award through COMPRES, you will not have tax withheld. Below are institutions that have COMPRES sub-awards:

Arizona State University
Princeton University
Stony Brook University: Weidner
University of California, Santa Cruz
University of California, San Diego
University of Illinois, Chicago
University of Illinois, Urbana-Champaign
University of Hawaii

All reimbursement documentation should be emailed/mailed to:

Beth Ha
1 University of New Mexico
MSC03 2050
Albuquerque, NM 87131
beth3ha@unm.edu

Per Diem

Each day includes a small amount for incidentals and the amount is different for each city. To view the rates go to <https://www.gsa.gov/travel/plan-book/per-diem-rates> and search by city. The section "Meals & Incidentals (M&IE) Breakdown" are the rates the UNM uses. Travel day per diem is reduced by 25%. Travel days are typically the first and last days of a business trip.

You cannot receive per diem AND be reimbursed for meals in the same trip. To be reimbursed for a meal means you submit an itemized receipt from the place you ate at and you receive reimbursement for that exact amount you spent. To be reimbursed for a meal the itemized receipt and method of payment (cc receipt) must be submitted.

- Breakfast can be claimed if you depart before 7am and/or return after 7am.
- Lunch can be claimed if you depart before 12pm and/or return after 12pm.
- Dinner can be claimed if you leave before 6pm and/or after 6pm.

Defining business travel and what to do when combined with personal travel

Business travel is defined as the days of the conference/meeting/approved research work plus one day before and one day after for travel. In some cases travel can take two days, especially for international travel and this is permissible so long as it was the less expensive flight.

If personal travel is combined with business travel, three flight quotes (comparison flights) must be included. The comparison flights should be with different airlines (if possible) with departure/arrival times within the business travel dates. If any of the comparison flights cost less than the actual flight, then the total of the least expensive flight will be reimbursed in lieu of the actual flight. If personal travel has been combined with business travel, clearly state which days were personal days. An explanation for the personal travel is not needed.

Airfare

The airfare receipt must show the full flight itinerary, including the airline used and seat type (economy). Fees associated with ticket exchange, upgrades or rescheduling are not reimbursable. For travel by air, please include proof of payment. A flight confirmation will not be accepted as a receipt. Boarding passes can be submitted as supporting documentation.

Rental Cars

To be reimbursed for a rental car, you must choose the economy option. Any larger of a vehicle will require a justification. If a rental is being shared with a group of 3 or more than a full sized car is allowable, but it must be explicitly stated who the car was shared with. The person who's cc was charged for the rental is the person who will be reimbursed. We cannot split the payment amongst attendees if there is no proof that the payment was shared, so please have only one person request reimbursement for the rental. Gas purchased for rentals is reimbursable so long as the receipt shows the date, amount and method of payment.

Driving vs flying

Mileage can be reimbursed for \$0.54/mile. The start and end addresses are required for reimbursement. Three comparison flights will need to be submitted as well. If any of the three flights are less expensive than the mileage reimbursement, then the flight total will be reimbursed in lieu of the mileage amount. The mileage rate is intended to cover all costs associated with owning the automobile, including gasoline, maintenance and repairs, and insurance. Including pictures of the odometer before and after the trip is highly recommended.

Taxi/shuttles

Please provide an explanation of what the trip was for such as; to ABQ airport, to conference, etc.

Lodging

Please indicate whether the room was shared with another conference/meeting attendee and their name. It is preferred that each attendee pay their share of the final hotel bill.

Receipts

All receipts must show the method of payment and preferably the last four digits of the cc used. Transaction history (with sensitive information redacted) can be submitted with receipts for support. Transaction history cannot be used as proof of payment in lieu of an actual receipt. To be reimbursed for an expense, you must submit a receipt. Any expense without a receipt will not be reimbursed. All receipts should be itemized, including meal receipts.