

# Team Travel

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Department: Business Office



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# Eligibility for Team Travel Reimbursement

- University-paid travel by students (including individual students) or groups of students are considered team travel.
- Team travel also includes travel by other NMSU sponsored groups considered to be potential students at NMSU.
- **A faculty, staff, or graduate assistant sponsor is required for team travel.**

# What's First?

BEFORE MAKING TRAVEL PLANS:


OBTAIN DEPARTMENTAL APPROVAL

You obtain approval by filling out a  
**Field Trip Pre-Authorization**



# Field Trip Pre-Authorization

**Field Trip Pre-Authorization**  
One Per-Trip



CLUB     ORGANIZATION     PROGRAM     CLASS/INSTRUCTION

CLUB/ORGANIZATION/PROGRAM/CLASS NAME: \_\_\_\_\_

Request by: \_\_\_\_\_ Date: \_\_\_\_\_

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Date of Field Trip: \_\_\_\_\_  In-State     Out-of-State

Destination: \_\_\_\_\_

Venue: \_\_\_\_\_

Departure    Estimated Return

Date: \_\_\_\_\_    Date: \_\_\_\_\_

Time: \_\_\_\_\_ AM  PM     Time: \_\_\_\_\_ AM  PM

Purpose of Trip: \_\_\_\_\_

Method of transportation:     College Vehicle     Private Vehicle     Other \_\_\_\_\_

Number of Students: \_\_\_\_\_    Estimated Cost \$ \_\_\_\_\_    Index# \_\_\_\_\_

REQUIRED (PLEASE ATTACH)

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# Next

- Complete **Travel Pre-Authorization**
- Include or attach a list of travelers (roster).
- Authorization is required to request a cash advance.
- Sponsors traveling with the team may choose to be included with the team or to process their reimbursement separately.
- A sponsor may not necessarily travel with the team.

# Team Travel Advances

- Submit an approved **Travel Pre-Authorization**.

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## Travel Pre-Authorization

*(This form is required to be filled out & approved **PRIOR** to traveling)*

Please Check:

In-State

Out-of-State

*(Requires Level 2 Approval)*

Per Diem

*(No Receipts Required)*

Actuals

*(Receipts Required)*

Mileage

**REQUESTING TRAVEL ADVANCE?** *(Limited to 3 per Fiscal Year. Travel Advance Form due 4 weeks prior to departure date)*

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# Meals Payment Options

- Meal costs are limited to the amount of the destination meal per diem.
- If meals are not provided, retain receipts for reimbursement.
- If meal money is provided, get and retain signature sheets (documenting receipt of funds) for reimbursement.

# Lodging Payment Options

- Prior to a trip, lodging prepayment can be requested on a Purchase Requisition. This is considered part of the advance.



# Airfare Payment Options

- The PCard may be used to purchase airfare for team travel.
- If paid with personal funds, reimbursement may be requested either before or after the trip with appropriate supporting documentation.

# Settling a Team Travel Advance

- After the trip, the travel advance must be cleared within ten working days using a **Travel Reimbursement Request** submitted to the Business Office.
- Attach a list of all travelers.
- Attach a signature sheet or receipts for meals, detailed hotel bills, and receipts for baggage fees.
- Advances not settled within 90 days of travel will be charged to the departmental index provided on the Travel Pre-Authorization.

# Reimbursements With No Advance

- If no advance was obtained, provide the following for reimbursement (as appropriate):
  - A List of travelers
  - Receipts for meals
  - Detailed receipts for lodging
  - Detailed rental car receipts
  - If not previously reimbursed, airfare receipts showing itinerary, amount paid and form of payment.

# Contact Information

- Business Office: website link for forms
- <https://grants.nmsu.edu/business-office/forms/>
- Business Office Phone: 505-287-6653
- Business Office email: Gr\_boffice@nmsu.edu

Thank you for viewing the presentation on  
Grants - NMSU Team Travel Process.

