

## **Reimbursements and UNM Policy**

*(Sent via email by Mark Maddaleni on Tuesday, September 12, 2017)*

Please keep the following in mind, as these are some of the more common issues at the moment:

- 1) **Adequate business purpose:** Who/what/when/where/why. What is the benefit to UNM and the mission?
  - a. Insufficient - "Went to the ### conference"
  - b. Sufficient - "Attended the ### conference as approved by the Chair for the purposes of keeping up with cutting edge technology for dissemination to the department faculty"
- 2) To qualify for reimbursement, guests of the University must contribute to the business purpose of the meeting/function. Family/friends/spouses will not typically have their meals reimbursed. In those cases, you will need to reduce your reimbursement request by an appropriate amount. The University does not reimburse for events perceived as social functions.
- 3) When requesting mileage reimbursement for use of a personal vehicle, UNM is considered an employee's regular/main job location. UNM should be the starting location.
- 4) UNM employees should never pay for services, honorariums, mileage reimbursement, or expenses of another person with personal funds.
  - a. Guests of the University should be set up as vendors and reimbursed appropriately through Chrome River, or paid via LoboMart if a service has been provided.
- 5) It is not appropriate for an employee to pay the travel costs of another employee. Each person should pay with their own funds and request reimbursement individually.
- 6) The purchase of goods for a UNM business purpose should be made via Pcard or LoboMart whenever possible. When purchasing goods with personal funds, you may only request reimbursement for up to \$1,000.

<https://policy.unm.edu/university-policies/4000/4000.html>- Allowable and Unallowable Expenditures

<https://policy.unm.edu/university-policies/4000/4030.html> - Travel

<https://policy.unm.edu/university-policies/4000/4320.html>- Purchasing goods off campus