



## Travel Reimbursement Guidelines

**MEMBER ELIGIBILITY:** NMNEC Full Members may receive reimbursement for travel (as described below) to NMNEC meetings dependent upon available grant funds. Reimbursement may be offered to non-Full Member participants based upon the availability of grant funds.

**FUNDS:** Reimbursement for travel expenses (mileage and hotel) directly related to participation in NMNEC meetings are available through limited grant funds awarded to the University of New Mexico College of Nursing.

**MILEAGE REIMBURSEMENT:** In-state mileage is reimbursed at the grant rate of \$0.53.5 per mile. If you drive a personal vehicle you will be reimbursed directly. If you drive a vehicle owned by your academic institution, reimbursement will be provided to the institution (at the institutional rate).

**HOTEL REIMBURSEMENT:** Reimbursement for overnight lodging may be provided for attendees requiring overnight accommodations in order to participate (destinations greater than 70 miles each way). Preferred hotels will be communicated for the destination city. One-night stay at a maximum reimbursement rate of \$100.00 per night is allowed. Exceptions to this may be requested in advance.

**FORMS:** Following the NMNEC meeting, eligible attendees are emailed and invited to complete the *Participant Reimbursement Form* to request reimbursement. Reimbursement requires the attendee to provide their social security number. This will generate an annual 1099 issued by UNM if reimbursement reaches a certain amount.

**SUBMISSION:** Participants must submit documentation and forms no later than 20 business days from date of travel.

### Reimbursement Restrictions for NMNEC Statewide Meeting:

**February 24, 2017, Las Cruces, NM**

**Reimbursement Submission Date:** *(form will be emailed to attendees on February 27<sup>th</sup>)*

Reimbursement Form and supporting documentation must be emailed to [nmnecc@salud.unm.edu](mailto:nmnecc@salud.unm.edu) by **5pm March 24<sup>th</sup>** to be considered.

#### Supporting Documentation:

Mileage: google map displaying travel route and verifying roundtrip mileage

Hotel/Airfare: paid receipt showing zero balance

#### Hotel Reimbursement Restrictions:

One night reimb for 71-to-300 miles traveled one-way

Two nights reimb for 301+ miles traveled one-way (carpoolers only)

#### In-state Hotel/Mileage Reimbursement Rates:

##### **Carpools of 2+**

Hotel Reimb: up to \$100 per person Mileage: roundtrip at .53.5¢ per mile

71-to-300 miles one way = 1 night hotel reimb

>300 miles one way = 2 nights reimb

##### **Single Drivers**

Hotel Reimb: up to \$50 total + Mileage: roundtrip up to \$50 total

##### **In-state Boutique Air Fliers**

Airfare reimbursement up to \$150 **IF** your roundtrip mileage reimbursement would be greater

