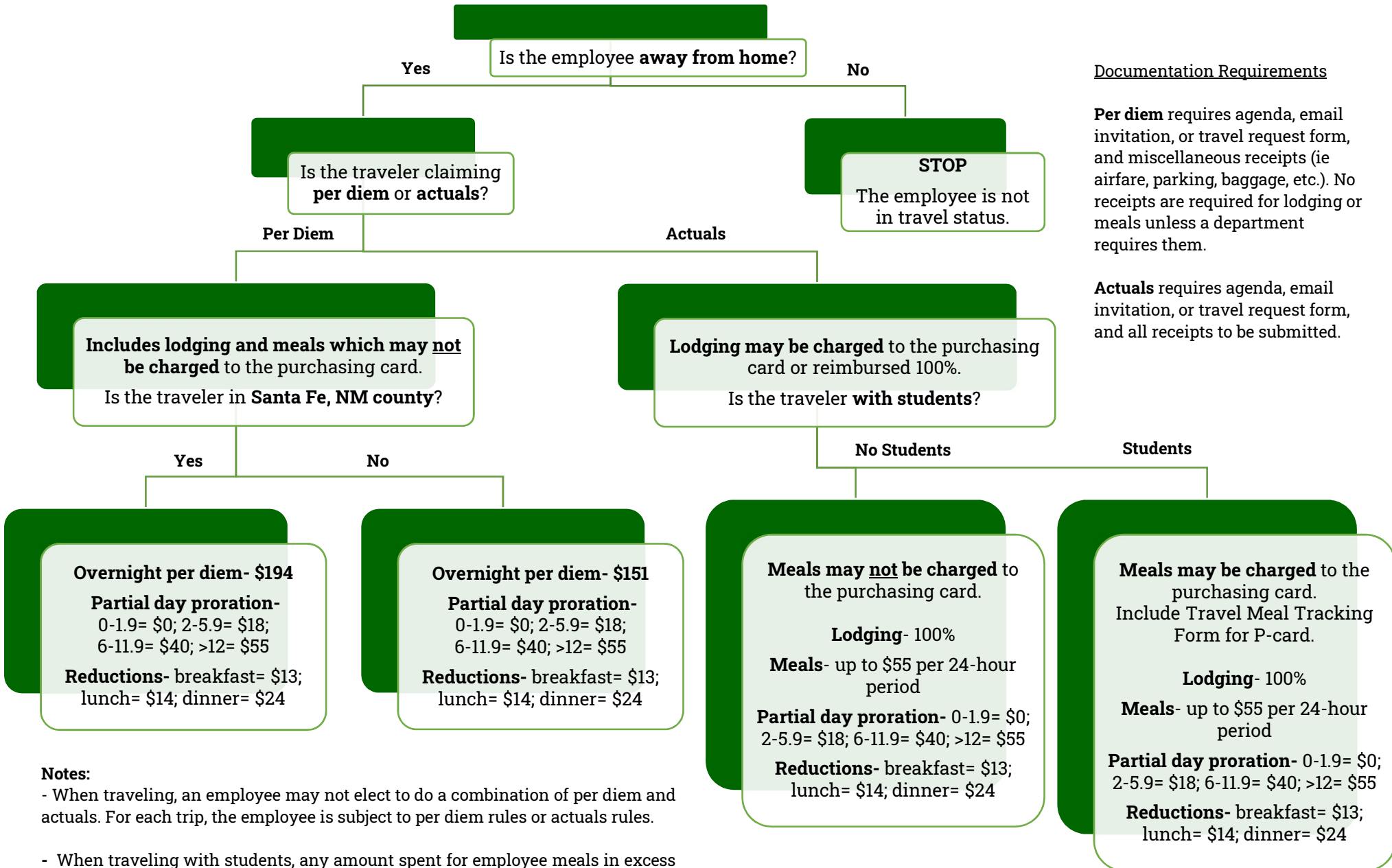


Travel Policy Flowchart

Business Office

Portales: 575.562.2611 Roswell: 575.624.7127 Ruidoso: 575.257.2121

Travel Policy: <https://my.enmu.edu/web/governance/35-travel-and-motor-vehicles>



Documentation Requirements

Per diem requires agenda, email invitation, or travel request form, and miscellaneous receipts (ie airfare, parking, baggage, etc.). No receipts are required for lodging or meals unless a department requires them.

Actuals requires agenda, email invitation, or travel request form, and all receipts to be submitted.

Notes:

- When traveling, an employee may not elect to do a combination of per diem and actuals. For each trip, the employee is subject to per diem rules or actuals rules.

- When traveling with students, any amount spent for employee meals in excess of \$55 meals allowed will need to be reimbursed to the University.