



CENTER FOR QUANTUM INFORMATION AND CONTROL (CQuIC)

Travel Request Form

Travel Request must be approved by program director before travel arrangements can be made. (Please note: unapproved travel is subject to non-reimbursement of expenses incurred. Copy of approved form and all receipts must be submitted for consideration of reimbursement. Travel reimbursement will ONLY be covered up to the maximum amount currently available to faculty member at time of travel).

Requested by: _____ Conference Dates: _____

Conference/Travel Destination: _____

Purpose of Conference/Travel: _____

Relates to Program Objectives: _____

Estimated Travel Expenditure Breakdown:

Conference Registration Fees: \$ _____ Air Fare: \$ _____ Hotel: \$ _____

Rental Car: \$ _____ Meal Per Diem: \$ _____ Other Fees: \$ _____

Travel Expenditure Funding Source:

CQuIC Travel Index: \$ _____

Other Funding Source: \$ _____

OFFICE USE ONLY

Program Manager:

Date

Signature

Program Director:

Date

Signature

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CQuIC Professional Travel Purchasing & Reimbursement

April 12, 2022

UNM Policy:

The University's faculty, staff, and students are reimbursed in accordance with this policy for reasonable and allowable costs incurred when traveling on official University business. Travelers whose expenses are reimbursed by outside sources may be subject to more restrictive reimbursement regulations than found in this policy. In such cases, a traveler's unit may use unrestricted funds to reimburse the traveler for the difference between a more restrictive regulation and this policy. In no case, however, shall reimbursements for travel expenses exceed the limits of this policy, regardless of the source of funds. Units may establish reasonable reimbursement policies that define lower limits than the maximum levels defined in university policy 4030: travel. In all instances, travelers are urged to exercise good judgment when incurring travel expenses.

CQuIC Procedures:

1. All travel for CQuIC student and postdocs must first be approved by your supervisor.
2. Identify travel and accommodations dates that mirror the conference/event/business travel, i.e., per UNM Policy travel is allowed no earlier than one day prior to start of event and no later than one day after event end *unless* combined with personal travel (if requesting combined business and personal travel please discuss with CQuIC administration prior to travel for requirements*).
3. For all CQuIC members traveling on business using CQuIC funds, the CQuIC Program Manager will purchase all plane tickets, pay registration fees, and reserve lodging rather than having travel is submit for reimbursements. If there is an exception, and you prefer to purchase your own plane ticket, lodging, or other reservation, and then receive reimbursement after the travel, you must have this approved first by the CQuIC Director. Please discuss your plans and costs with the CQuIC Program Manager prior to booking travel arrangements.
4. Meal per diem rates may be capped according to reasonable costs and UNM policy.
5. Complete the CQuIC Travel Request and Reimbursement form (which will be posted on a new internal page for the CQuIC website soon, for now CQuIC Program Manager can provide) and submit to CQuIC Program Manager for approvals.
6. Once approved, work with CQuIC Program Manager to complete travel arrangements.
7. After travel is complete, work with the CQuIC Program Manager to submit outstanding receipts and complete the Travel Expenditure Breakdown (if necessary).

Required Documentation:

- For all professional travel a conference agenda/program/schedule of events is required,
- Itemized receipts are required for registration fees, air fare, hotel (taxes and applicable fees only), ground transportation, meals (except if claiming CQuIC per diem flat rate), baggage fees, and any other related travel fees. When items are purchased by the CQuIC Program Manager, receipts are not necessary.
- Business purpose is required for all travel even if combining with personal. The business purpose must detail how this travel benefits the university and/or program. Work with your supervisor to provide this information.

Per Diem Flat Rates

- Travelers may request reimbursement of eighty-five dollars (\$85) for in-state travel and
- One hundred fifteen dollars (\$115) for out-of-state and international travel

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* Combining Business Travel with Personal Travel

University business travelers may combine business travel with personal travel, as long as doing so does not change the primary purpose of the travel from business to personal. If the primary purpose is determined to be personal, under IRS guidelines, certain costs may not be reimbursable. Travel for personal, rather than business, purposes may be added at the beginning or end of a University business trip, or friends or family may accompany a University traveler on a business trip. In such instances, the costs attributable to the University traveler for business purposes must be clearly separated from any personal travel costs of the traveler and the travel costs of the traveler's family or friends. For trips that are combinations of business and personal travel, costs of the business traveler may be reimbursed as follows:

- **Airfare:** Airfare to and from a personal destination is not allowable, unless documentation is provided showing that the cost was less than the airfare to and from the business destination. In such cases, Financial Services must be provided with documentation that shows what the airfare costs directly to and from the business destination, for the actual dates of the business event, would have been. The documentation should be from a travel site, such as Travelocity or Expedia, and include at least the three (3) lowest-cost flight choices; when applicable, Southwest Airlines' airfare also should be included as a comparison. The lowest cost, using a reasonable flight schedule based on the dates and times of the business event, will be used to determine what is allowable. If contemporaneous documentation is not provided, Financial Services will conduct a post-travel-date comparison. Comparison methodology is located on the Unrestricted Accounting-Main website.
- **Lodging Costs:** Additional costs incurred for dates before or after the dates of the business event, or for other individuals not on UNM business, are not allowable. If other than the UNM-business traveler stays in the hotel or other room with the UNM-business traveler, there must be clear documentation of what the cost for the business traveler only would have been.
- **Ground Transportation:** Additional costs, incurred for dates before or after the dates of the business event, or for other individuals not on University business, are not allowable. If shuttle, taxi, or similar costs are incurred in which costs for non-UNM business travelers are included, there must be clear documentation of what the cost for the business traveler only would have been.

For further reference please review UNM Policy 4030: Travel
<https://policy.unm.edu/university-policies/4000/4030.html>