

Travel Rates and Other Information

NOTE: The information provided below is meant as a quick guide and is not a replacement for Travel Procedure.

Per diem	IN STATE:	\$	135.00
	(Includes meals and lodging)		
	OUT-OF-STATE:	\$	215.00

Actual Per Diem: For High Expense cities and International actual

Amount of hotel & tax (must attach receipt)

Meals for a 24 hour period: \$ 46.00

Prorated partial day over 24 hours

Less than 6 hours	\$	9.00
6 hours up to 12 hours	\$	21.00
12 hour up to 24 hours	\$	46.00

Transportation: Plane Fare and/or Rail Fare (must attach receipt)

Use of private car @\$0.54 per mile
Odometer reading required for over the allowable miles

Use of rental car & fuel, taxi, shuttle (must attach receipt)
Toll, etc. (must attach receipt)

Registration: Prepaid by NMIMT (Indicate prepayment request on the Travel Request form)

Prpaid by Traveler (attach registration form and receipt to Travel Request if reimbursement is requested in advance of travel.)

Meal Breakdown:	Breakfast	\$9.00	
(All destinations)	Lunch	\$12.00	
	Dinner	\$25.00	

FEDERALLY FUNDED INTERNATIONAL TRAVEL: Must be approved in advance by SPA. See travel policy for more information

STATE INTERNATIONAL TRAVEL: Meal reimbursement not to exceed \$46.00

MISCELLANEOUS EXPENSES:

Parking	(must attach receipt)
Internet Connection	(must attach receipt)
Business phone calls (no personal calls)	(must attach receipt)