Student Group Travel Procedure

- Field Camp and other class related field trips
- Student club groups
- Other student groups traveling with a NM Tech faculty or staff

This procedure is for use in the case of a large group of students traveling with a NM Tech faculty or staff. The faculty/staff person will submit a Travel Request claiming all the expenses for the trip and with a complete list of all students who will be traveling attached. Splitting the expenses among more than one traveler will not be allowed. The group must comply with all other applicable regulations, policies and procedures.

Allowable reimbursement will be limited as it would be for each individual traveler per the NMT Travel Policy based on actual lodging and meal per diem. Reimbursement to the faculty/staff person will require detailed receipts for all lodging and meal expenses to be attached to their Travel Reimbursement Request. This group procedure will address meals and lodging expenses. All other expenses will be reimbursed in accordance with the NMT Travel Policy.

For the purpose of demonstrating this procedure the following scenario will be used:

One faculty person traveling on a class field trip with nine students. The group will be traveling to Albuquerque departing from Socorro at 2:00 p.m. on Monday and returning on Thursday at 2:00 p.m. This calculates to three days of travel spending three nights away. Actual lodging will be calculated assuming two persons per room at a cost of $200 per night per room.

Actual Lodging & Meals Reimbursement Calculation:

The actual amount paid for lodging will be reimbursed when an itemized receipt is provided. In addition, the maximum per diem for meals will be the NMT meal per diem rate. Total maximum reimbursement for lodging and per diem cannot exceed $4,380 but will be limited to the total amount of detailed receipts submitted.

Actual lodging expense: ($200 X 5 rooms) = $1,000   ($1,000 X 3 nights) = $3,000
NMT meal per diem rate: ($46 X 10) X 3 = $1,380