

University of New Mexico Comprehensive Cancer Center Clinical Research Office

TRAVEL POLICIES AND PROCEDURES WHEN TRAVELING TO NCTN MEETINGS WITH FUNDING FROM THE NCORP GRANT

Coordinating, planning, scheduling, and paying for travel at the University of New Mexico is a complex process. Forethought, attention to detail, and timely submissions ensure a smooth process. Faculty and staff must be familiar with the University's Travel Policy:

<http://policy.unm.edu/university-policies/4000/4030.html>

Before you Travel: Reservations must be completed at least one month before you travel or sooner to guarantee the lowest possible rates on airfare and hotel expenses.

Below are instructions to help you schedule your travel in the most efficient way possible.

Pre-Travel NCORP Request Form:

This form can be found on the CC Intranet Office of Clinical Research: Under Information/Links for Research Staff/Investigators:

- NCORP Travel Policies and Procedures
- NCORP Travel Request Form **Faculty**
- NCORP Travel Request Form **Staff**

Please contact Jennifer Castro at 925-0388 or jcastro@salud.unm.edu. With any questions.

FACULTY: This form needs to be completed and approved by your Clinical Working Group Manager. It should then be given to Jennifer Castro, Sr. Program Manager, UNMCCC Clinical Research Office, or Teresa Stewart, UNMCCC CRO Director for financial approvals. It will then be sent to Dr. Carolyn Muller, Principal Investigator of the NCORP Grant for final approval/and or denial.

STAFF: This form needs to be completed and approved by your Manager. It should then be given to Jennifer Castro, Sr. Program Manager, UNMCCC Clinical Research Office, or Teresa Stewart, UNMCCC CRO Director for financial approvals. It will then be sent to Dr. Carolyn Muller, Principal Investigator of the NCORP Grant for final approval/and or denial.

If your travel to an NCTN Meeting is approved you will receive an email from Jennifer Castro. In the email Jennifer Castro will include the name(s) of any other individuals attending the meeting using NCORP funds. This will allow individuals to share taxis or other travel items if appropriate.

If Travel is approved:

Schedule a time to meet with or email Genevieve Barela, barealg@salud.unm.edu UNMCCC CRO Administrative Assistant II 925-0348 to discuss travel arrangements.

KEEP IN MIND: The grant has a budget of up to \$1,500.00 per trip.

Payment For Travel:

Most Travel can be pre-paid by using a UNM P-Card:

- UNM Purchasing Card (PCard): P-Card Holder(s) in the CRO Office are Genevieve Barela, and the back-up is Linda Losee, llosee@salud.unm.edu.
- All travel to the NCTN meetings need to be booked through the UNMCCC Clinical Research Office.
- The P-Card can be used in advance to purchase: Airfare (including baggage fees), hotel, and conference registration.

Note: Early check-in cannot be paid on P-Card and is not reimbursable, regardless of payment method.

Other Items that need to be paid with Personal Funds and will be reimbursed upon return include:

- cab fare
- meals – you will be reimbursed at the current IRS approved rate for the city you travel to. These guidelines can be found at: <https://www.gsa.gov/portal/content/104877>
- shuttle
- parking at Albuquerque Airport
- Uber- You may take an Uber to the Albuquerque airport and return Uber home- HOWEVER: you will need to show proof that Uber was the most cost effective option.
- Wi-fi at hotel

Keep copies of ALL receipts with the exception of meal receipts to be reimbursed in a timely manner.

When you get back from your trip:

Turn in the following to Genevieve Barela, barealg@salud.unm.edu UNMCCC CRO Administrative Assistant II 925-0348 within 10 business days.

- Copy of Hotel Receipt to include Wi-fi fees if charged
- Copy of all transportation costs
- Copy of Agenda- this helps to determine if a meal was provided to you during the conference. ** A continental breakfast is not considered a meal and you would be reimbursed for breakfast.