DEPT. OF PSYCHIATRY PCARD TRAVEL AGREEMENT

FROM: Sarah Thomas, Department Administrator c/2

DATE: August 21, 2012

SUBJECT: UNM Travel Policy (4030)

Per standard Department of Psychiatry procedures, your signature below indicates that you have reviewed UNM BPP Travel Policy #4030 (link below).

http://www.unm.edu/~ubppm/ubppmanual/4030.htm

In addition, your signature explicitly indicates your understanding of the following:

- When staying in a hotel, you are solely responsible for any additional hotel charges incurred, beyond the cost of the room and applicable taxes.
- When a hotel room is reserved using a UNM purchasing card, you are responsible for reviewing the receipt and ensuring that nothing is charged to the purchasing card, except for the cost of the hotel room and applicable taxes. Additional charges will result in a loss of privileges related to prepaid hotel payments.
- Upon travel completion, you will be reimbursed for reasonable meal expenses, if applicable, that are not included as part of your attendance at the conference/meeting.
- When you return, you will need to turn in the conference/meeting agenda, as well as applicable receipts within ten (10) business days.

Printed Name: ____________________________________________

Signature: ________________________________________________

Date: ____________________________________________________

This completed form along with your Pre-Travel Request Form will be required by the pCard holder in order to book your travel.