



LUNA TRAVEL

LUNA TRAVEL

<https://luna.edu/finance>



LUNA COMMUNITY COLLEGE BUSINESS OPERATIONS – CATEGORY 2 POLICY 2.5 – TRAVEL POLICY

Purpose: The purpose of the travel policy is to establish clear guidelines for travel related expenses and procedures for Luna Community College (LCC) employees, students, and the Board of Trustees. It aims to ensure consistency, control costs, and comply with legal and regulatory requirements. The policy sets expectations, outlines reimbursable expenses, and provides a framework for efficient and effective travel planning and reporting.



SCOPE:

THE TRAVEL POLICY APPLIES TO ALL EMPLOYEES, STUDENTS, AND THE LCC BOARD OF TRUSTEES TRAVELING ON BEHALF OF THE INSTITUTION FOR OFFICIAL COLLEGE PURPOSES. IT INCLUDES GUIDELINES FOR ALL FORMS OF TRAVEL RELATED EXPENSES, INCLUDING TRANSPORTATION, LODGING, INCIDENTAL COSTS, BOTH WITHIN AND OUTSIDE THE STATE OF NEW MEXICO. THIS POLICY IS DESIGNED TO ENSURE COMPLIANCE WITH COLLEGE PROCEDURES AND STATE REGULATIONS, PROMOTING FAIRNESS AND ACCOUNTABILITY.

Exceptions to the policy must be approved by the VPFA, VPISS, or President with valid written request submitted prior to departure.



Authorization for Travel and Reimbursement:

In-State and Out-of-State: Employees must obtain approval via a Workday Spend Authorization from their supervisor or department head at least 10 days before travel, including budget source, estimated expense, and travel itinerary. To qualify for reimbursement of travel expenses, the traveler must be on official business at least 50 miles from designated post of duty and the event must involve overnight lodging or be long enough to qualify for partial day per diem. Overnight travel reimbursements will be based on per diem rates, in accordance with NMSA Chapter 10, Article 8 – Per Diem and Mileage Act.

Authorization MUST be granted, NO EXCEPTION! In the event of short notice or emergency, verbal consent will be acceptable; however, spend authorizations and expense reports will be submitted immediately upon return.

**PER DIEM AND MILEAGE RATES:
PURSUANT TO N.M.S.A. (1978) § 10-8-5, THE FINANCIAL CONTROL
DIVISION OF THE DEPARTMENT OF FINANCE AND ADMINISTRATION
(NMDFA) ISSUES THIS NOTICE OF UPDATES TO THE REGULATIONS
GOVERNING THE PER DIEM AND MILEAGE ACT AT § 2.42.2 OF THE NEW
MEXICO ADMINISTRATIVE CODE.**

[HTTPS://LUNA.EDU/FINANCE](https://luna.edu/finance)

[HTTPS://WWW.NMDFA.STATE.NM.US/WP-CONTENT/UPLOADS/2021/01/DFA-RULES.PDF](https://www.nmdfa.state.nm.us/wp-content/uploads/2021/01/DFA-RULES.PDF)

Per Diem rates may change year to year, so it is important that you are aware of updates, or ask the Procurement Department for clarification.



EXPENSE DOCUMENTATION:

MILEAGE AND MEAL REIMBURSEMENT RATES ARE SET BY THE STATE AND MAY VARY ANNUALLY. ALL TRAVEL EXPENSES MUST BE DOCUMENTED WITH RECEIPTS AND SUBMITTED WITHIN FIVE (5) BUSINESS DAYS UPON RETURN VIA A WORKDAY EXPENSE REPORTS. EXPENSE REPORTS WILL BE REVIEWED AND APPROVED BY THE SUPERVISOR OR DEPARTMENT DIRECTOR, AS WELL AS FINANCE OFFICE STAFF.

LODGING:

LODGING EXPENSES MUST BE INCLUDED IN THE WORKDAY SPEND AUTHORIZATION AND ARRANGED AT LEAST TEN DAYS IN ADVANCE VIA PURCHASE ORDER. LUNA COMMUNITY COLLEGE WILL PAY FOR LODGING UP TO \$350 PER DAY, INCLUSIVE OF TAXES AND OTHER FEES. SHORT NOTICE, SELF-PAY, EXCEPTIONS WILL BE CONSIDERED ON CASE-BY-CASE BASIS; IF APPROVED, THE TRAVELER WILL BE REIMBURSED VIA EXPENSE REPORT.

MILEAGE:

MILEAGE WILL BE REIMBURSED IF AN LCC VEHICLE IS NOT AVAILABLE, THE VEHICLE REQUEST IS DENIED, OR WHEN A PERSONAL VEHICLE IS USED TO TRAVEL. USE OF PERSONAL VEHICLES MUST BE PRE-APPROVED IF LCC TRANSPORTATION IS AVAILABLE. MILEAGE REIMBURSEMENT WILL BE CALCULATED ACCORDING TO NMDFA ANNUAL PER DIEM AND MILEAGE RATES.

MEALS:

APPROVED OVERNIGHT AND PARTIAL-DAY TRAVEL MEAL REIMBURSEMENTS ARE DETERMINED BY NMDFA PER DIEM ANNUAL RATES. RECEIPTS MUST BE SUBMITTED WITHIN FIVE (5) BUSINESS DAYS UPON RETURN.

BOARD OF TRUSTEES:

NON-SALARIED PUBLIC OFFICERS OF THE STATE ARE SUBJECT TO 2.42.2.8 SECTION C, REGARDING COMPENSATION FOR REGULAR MEETINGS AND TRAVEL REIMBURSEMENT OVER 50 MILES FROM HOME.

REIMBURSEMENT OF OTHER EXPENSES:

TAXI OR OTHER TRANSPORTATION FARES, GRATUITIES, PARKING FEES, RENTAL CARS, REGISTRATION FEES, WILL BE DETERMINED BY NMDFA PER DIEM AND MILEAGE ACT SECTION 2.42.2.12.

TRAVEL ADVANCES AND REIMBURSEMENTS:

REIMBURSABLE COST ADVANCES ARE PAID AT 80% OF NMDFA PER DIEM ANNUAL RATES AND MUST BE PREAPPROVED BY DEPARTMENT SUPERVISOR/DIRECTOR AND LCC FINANCE DEPARTMENT. UPON RETURN, RECEIPTS WILL BE SUBMITTED WITHIN FIVE (5) BUSINESS DAYS FOR ACTUAL PER DIEM REIMBURSEMENT.

ADDENDUM TO LUNA COMMUNITY COLLEGE TRAVEL POLICY:

EXHIBIT A:

NON-EMPLOYEE SITE VISIT REIMBURSEMENTS

WHEN NON-EMPLOYEE SITE VISITORS ARE APPROVED FOR REIMBURSEMENT, THEIR PER DIEM WILL BE CALCULATED IN ACCORDANCE WITH THE NEW MEXICO PER DIEM ACT, ADHERING TO THE RATES ESTABLISHED THEREIN. FURTHERMORE, WHILE CAR RENTALS FROM NEW MEXICO AIRPORTS ARE PERMISSIBLE, REIMBURSEMENT FOR SUCH RENTALS WILL BE CAPPED AT THE NATIONAL AVERAGE DAILY RATE FOR ECONOMY CLASS VEHICLES, UNLESS A HIGHER CLASS IS EXPLICITLY PRE-APPROVED BY THE VICE PRESIDENT OF FINANCE AND ADMINISTRATION DUE TO JUSTIFIABLE BUSINESS OR PASSENGER COMFORT NECESSITY. VISITORS ARE ENCOURAGED TO SEEK THE MOST ECONOMICAL TRANSPORTATION OPTIONS AVAILABLE TO THEM.

Allowable Cars	ECONOMY	COMPACT	FULL SIZE
Allowable SUVs	COMPACT SUV	COMPACT SUV AWD	FULL SIZE SUV AWD
Allowable Vans	7 PASSENGER VAN	10 PASSENGER VAN	12 PASSENGER VAN

2.42.2.11**MILEAGE-PRIVATE CONVEYANCE:**

A. Applicability: Mileage accrued in the use of a private conveyance shall be paid only in accordance with the provisions of this section.

B. Rate: Public officers and employees of state agencies shall be reimbursed for mileage accrued in the use of a private automobile or aircraft in the discharge of official duties as follows:

(1) unless the secretary has reduced the rates set for mileage for any class of public officials and for employees of state agencies pursuant to Subsection D of Section 10-8-5 NMSA 1978, one hundred percent of the internal revenue service standard mileage rate set January 1 of the previous year for each mile traveled in a privately owned vehicle;

(2) privately owned airplane, eighty-eight cents (\$0.88) per nautical mile.

C. Local public bodies: Public officers and employees of local public bodies may be reimbursed for mileage accrued in the use of a private conveyance in the discharge of official duties, at the statutory rates unless such rates have been reduced by the governing bodies of the local public body pursuant to Subsection D of Section 10-8-5 NMSA 1978.

BEFORE YOU GO..

GATHER ALL OF YOUR TRIP RELATED DOCUMENTATION INTO A DIGITAL FILE FOR EASY ATTACHMENT TO THE SPEND AUTHORIZATION



State of New Mexico Per Diem Rates

As Published by DFA on May 1, 2025. FY26 rates are effective July 1, 2025.

Per Diem Rate for Overnight Travel	FY21	FY22	FY23	FY24	FY25	FY26
In-State	85.00	151.00	155.00	157.00	166.00	180.00
In-State - County of Santa Fe (Special Area)	135.00	194.00	202.00	210.00	231.00	249.00
Out-of-State	115.00	151.00	155.00	157.00	166.00	180.00
International Travel (in US Dollars)	-	-	-	-	290.00	298.00

International Travel must be approved by oversight governing body

Meal Rates for Actual Reimbursements	FY21	FY22	FY23	FY24	FY25	FY26
In-State	30.00	55.00	59.00	59.00	59.00	70.00
Out-of-State	45.00	55.00	59.00	59.00	59.00	70.00
International Travel (in US Dollars)	-	-	-	-	103.00	104.00

Note: Meal rates in FY26 are a flat allotment per overnight period when traveling on actuals.

Note 2: Overnight lodging is limited to \$350 per night when using actuals. Amounts that exceed this limit must be preapproved by the Agency Head or Chairperson of the Governing Board.

Note 3: International travel must be approved by the oversight governing body.

Return from Travel/Same Day	FY21	FY22	FY23	FY24	FY25	FY26
less than 2 hours	-	-	-	-	-	-
2 hours but less than 6	12.00	18.00	20.00	20.00	20.00	25.00
6 hours but less than 12	20.00	40.00	42.00	42.00	42.00	50.00
12 hours but less then 24	30.00	55.00	59.00	59.00	59.00	70.00

The Travel & Per Diem Act allows for actual reimbursement when per diem rates are insufficient.

Summary

For Employee: Justin Garcia

Cash Advance Requested
0.00 USD

Spend Authorization Total
0.00 USD

▼ Spend Authorization Information

Company *

Start Date *

End Date *

Description *

Business Purpose *

Currency USD

▼ Spend Authorization Details

Reimbursement Payment Type *

Justification

Spend Authorization Lines

Attachments

+ Add

Viewing: 📄 ☰

Submit

Save for Later

Cancel

Helpful hints:

- If this task has been delegated to you, be sure the traveler's name is correct;
- Change the reimbursement type to CHECK;
- Select the appropriate BUSINESS PURPOSE from the dropdown menu

Spend Authorization Lines

Attachments

+ Add

Viewing: 📱 ☰

! 0.00

Spend Authorization Line 🗑️

Expense Item

* Search ☰

- By Expense Item Group >
- By Spend Category >
- By Alphabetical Order >

st have a value.

Quantity

* By Spend Category >

Per Unit Amount

* 0.00

Total Amount

* 0.00

Budget Date

* 10 / 25 / 2026 📅

Memo

Cash Advance Requested

Worktags

*Entity

✕ LCC ☰

*Cost Center

✕ CC520300 Professional Development Program ☰

Submit

Save for Later

Cancel

Begin building your expense lines by clicking "+Add" for each line. Do not forget your attachments.

Best 1h 56m 2 days 9 hr

Driving

366 Luna Dr, Las Vegas, NM 87701

Hilton Garden Inn Albuquerque Uptown, NM

Add destination

Leave now Options

Send directions to samsung SM-S731U Copy link

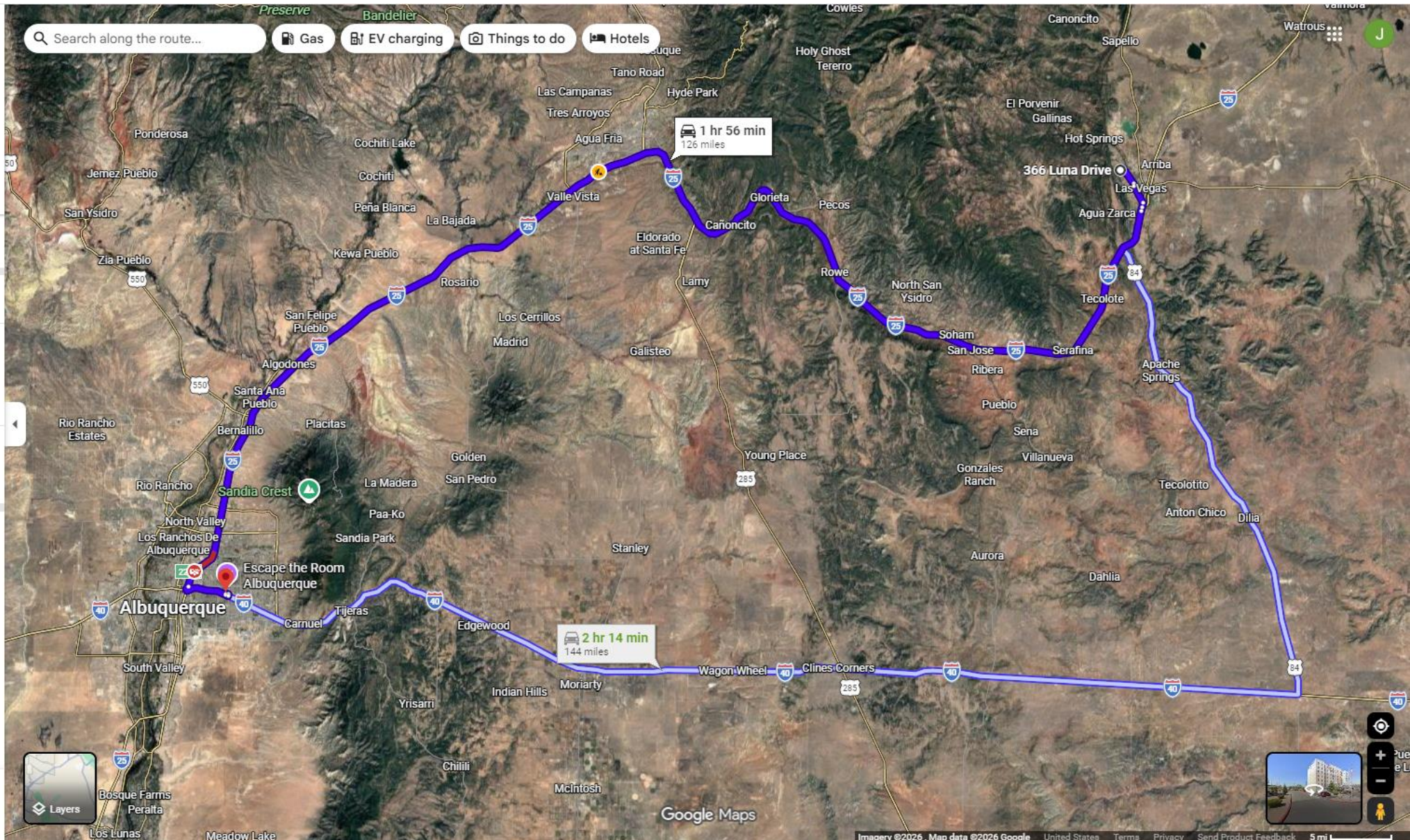
via I-25 S **1 hr 56 min**
Fastest route, the usual traffic **126 miles**
Details Preview **X2**

via US-84 S and I-40 W **2 hr 14 min**
144 miles

Explore nearby Hilton Garden Inn Albuquerque Uptown

- Round1 Bowling & Arcade - Albuquerque, NM 4.2 (2,092)
- Escape the Room
- Winepark Park

New! Continue your trip, tap the notification on your phone to get directions



Save a screenshot of the Google Map for your trip. Mileage is paid if an LCC Vehicle request is denied.

Spend Authorization Lines

Attachments

+ Add

Viewing: 📱 ☰

Mileage	176.40
---------	--------

Spend Authorization Line

Expense Item * x Mileage

Quantity * 252

Per Unit Amount * 0.70

Total Amount * 176.40

Budget Date * 10 / 25 / 2026

Memo LCC Vehicle was not available, see request

Cash Advance Requested

Worktags

*Entity x LCC

*Cost Center x CC520300 Professional Development Program

Project

Program

Instructional Text

Please include map information with this expense item. Also, please select the Vehicle Plan, by using the value for your institution to determine the appropriate mileage rate for you.

Item Details

Vehicle Plan * x LCC - Luna Community College

P-Card will be used?

Origination Information

Destination Information

Submit

Save for Later

Cancel

Use the Google Maps screenshot as your attachment. Select the LCC vehicle plan.

Spend Authorization Lines

Attachments

+ Add

Viewing: 📱 ☰

Click here to sort

Lodging	850.25
Mileage	176.40

Spend Authorization Line 🗑️

Expense Item * X Lodging ⋮

Quantity * 1

Per Unit Amount * 850.25

Total Amount * 850.25

Budget Date * 10 / 25 / 2026 📅

Memo Total reflects 3 night stay

Cash Advance Requested

Worktags

*Entity X LCC ⋮

*Cost Center X CC520300 Professional Development Program ⋮

Project ⋮

Program ⋮

Item Details

Arrival Date * 10 / 25 / 2026 📅

Departure Date * 10 / 28 / 2026 📅

Travel Region ⋮

Country ⋮

P-Card will be used?

Submit

Save for Later

Cancel

Make sure you check "P-Card will be used" for all prepaid lines.

Spend Authorization Lines

Attachments

Add

Viewing:

Click here to sort

Per Diem - Meal Rates	70.00
Lodging	850.25
Mileage	176.40

Spend Authorization Line

Expense Item *

Quantity * 1

Per Unit Amount * 70.00

Total Amount * 70.00

Budget Date *

Memo

Cash Advance Requested

Worktags

*Entity

*Cost Center

Project

Program

Item Details

Vehicle Type* **Business Reason*** P-Card will be used?

Submit

Save for Later

Cancel

Select "Per Diem-Meal Rates" with "In-State Employees" as the Vehicle Type. Change the budget date for each day entered. Receipts are not required if you are using this method of meal reimbursement.



Meals and incidental expenses (M&IE) rates and breakdown



The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination ⓘ	County ⓘ	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Albuquerque	Bernalillo	\$80	\$20	\$22	\$33	\$5	\$60.00
Carlsbad	Eddy	\$74	\$18	\$20	\$31	\$5	\$55.50
Santa Fe	Santa Fe	\$80	\$20	\$22	\$33	\$5	\$60.00
Taos	Taos	\$74	\$18	\$20	\$31	\$5	\$55.50

Showing 1 to 5 of 5 entries

This is the per meal breakdown for actuals reimbursement, not to exceed the allotted amount for each meal. Save your receipts.

Spend Authorization Lines

Attachments

⊕ Add

Viewing: 📱 ☰

Click here to sort

Breakfast	32.00
Lodging	850.25
Mileage	176.40

Spend Authorization Line 🗑️

Expense Item * X Breakfast ☰

Quantity * 2

Per Unit Amount * 16.00

Total Amount * 32.00

Budget Date * 10 / 25 / 2026 📅

Memo Day 2 & 3

Cash Advance Requested

Worktags

*Entity X LCC ☰

*Cost Center X CC520300 Professional Development Program ☰

Project ☰

Program ☰

Item Details

P-Card will be used?

Submit

Save for Later

Cancel

Itemized meals require receipts, reimbursement will not exceed meal allotments.

+ Add

Viewing: 📄 ☰

Click here to sort

Conference Registration Fees	225.00
Per Diem - Meal Rates	70.00
Per Diem - Meal Rates	70.00
Per Diem - Meal Rates	70.00
Lodging	850.25
Mileage	176.40

Spend Authorization Line

Expense Item *

Quantity * 1

Per Unit Amount * 70.00

Total Amount * 70.00

Budget Date *

Memo

Cash Advance Requested

Worktags

*Entity

*Cost Center

Project

Program

Item Details

Vehicle Type *

Business Reason *

P-Card will be used?

Remember to change the Budge Date for each day you are claiming.

⊕ Add

Viewing: 📱 ☰

Click here to sort

Conference Registration Fees	225.00
Per Diem - Meal Rates	70.00
Per Diem - Meal Rates	70.00
Per Diem - Meal Rates	70.00
Lodging	850.25
Mileage	176.40

Spend Authorization Line

Expense Item *

Quantity * 1

Per Unit Amount * 70.00

Total Amount * 70.00

Budget Date *

Memo

Cash Advance Requested

Worktags

*Entity

*Cost Center

Project

Program

Item Details

Vehicle Type *

Business Reason *

P-Card will be used?

Submit Save for Later Cancel

Repeat the process for each day.

Currency USD

Spend Authorization Lines

Attachments

+ Add

Viewing: 📄 ☰

Click here to sort

Conference Registration Fees	225.00
Per Diem - Meal Rates	70.00
Per Diem - Meal Rates	70.00
Per Diem - Meal Rates	70.00
Lodging	850.25
Mileage	176.40

Spend Authorization Line

Expense Item *

Total Amount *

Budget Date *

Memo

Cash Advance Requested

Worktags

***Entity**

***Cost Center**

Project

Program

City

Item Details

P-Card will be used?

Submit

Conference fees should be paid when registering, remember to check the "P-Card" box.

Create Spend Authorization



Summary

For Employee: Justin Garcia

Cash Advance Requested
0.00 USD

Spend Authorization Total
1,461.65 USD

Spend Authorization Information

Company *

Start Date *

End Date *

Description *

Business Purpose

Currency USD

Spend Authorization Details

Reimbursement Payment Type *

Justification

Spend Authorization Lines

Attachments

+ Add

Viewing:

Click here to sort	Spend Authorization Line
Conference Registration Fees 225.00	<input type="text" value="Conference Registration Fees"/>

Item Details

Submit

Save for Later

Cancel

The Spend Authorization Total is NOT the reimbursable amount; it is the total cost of your trip. Review all entries prior to submitting your Spend Authorization.

You have submitted **Spend Authorization: LCCSA-10000283**, Justin Garcia on 10/25/2026 for 1,461.65 USD ⋮

Up Next

Check Budget (Financial) for Spend Authorization - Batch/Job: Run Budget Check

> **Details and Process**

Do Another

[Create Spend Authorization](#)

Done

Be sure to record your LCCSA number for tracking.

Up Next

Check Budget (Financial) for Spend Authorization - Batch/Job: Run Budget Check

Details and Process

For **Spend Authorization: LCCSA-10000283**

Overall Process [Spend Authorization: LCCSA-10000283, Justin Garcia on 10/25/2026 for 1,461.65 USD](#)

Overall Status In Progress

Due Date 06/04/2026

Details

Process

For [Justin Garcia](#)

Position [P103508 Procurement Director - Finance \(Gerald Shields \[C\]\), LCC Luna Community College](#)

Company [LCC Luna Community College](#)

Start Date 10/25/2026

End Date 10/28/2026

Description NMPPA Conference

Justification Conference attendance provides CEUs toward recertification.

Done

[In State Travel Overnight](#)

Do Another

[Create Spend Authorization](#)

You may track the progress of your LCCSA using the Process History tab.

Status In Progress **Cash Advance Outstanding Balance** 0.00 USD **Cash Advance Requested** 0.00 USD **Spend Authorization Total** 1,461.65 USD

Budget Check Status Fail (No Budget)

▼ **Spend Authorization Information**

Position P103508 Procurement Director - Finance (Gerald Shields [C]), LCC Luna Community College
Company [LCC Luna Community College](#)
Start Date 10/25/2026
End Date 10/28/2026
Description NMPPA Conference
Business Purpose In State Travel Overnight
Currency USD

[View Exceptions](#)

▼ **Spend Authorization Details**

Reimbursement Payment Type Check
Justification Conference attendance provides CEUs toward recertification.
Expense Report(s) (empty)
Cash Advance Repayments (empty)

1 Alert

[Spend Authorization Lines](#) [Attachments](#) Process History [Balances](#)

4 items



Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Spend Authorization	Spend Authorization	Step Completed	05/21/2026 01:27:03 PM	06/04/2026	Justin Garcia	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	05/21/2026 01:27:03 PM	05/23/2026		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	05/21/2026 01:27:04 PM			0	
Check Budget (Financial)	Review Budget Check	Awaiting Action		05/22/2026	Henrietta Romero (Cost Center Manager)	1	

[Go to Expenses Hub](#)

Just like a Requisition, you will see who is the next approver. If the box is empty, notify your supervisor or the Procurement Department.

Notifications

Viewing: All | Sort By: Newest

From Last 30 Days

Spend Authorization: LCCSA-10000283, Justin Garcia on 10/25/2026 for 1,461.65 USD

27 second(s) ago



Spend Authorization: LCCSA-10000283, Justin Garcia on 10/25/2026 for 1,461.65 USD
Spend Authorization - Successfully Completed
27 second(s) ago

Details Spend Authorization: LCCSA-10000283, Justin Garcia on 10/25/2026 for 1,461.65 USD

CHECK YOUR BELL ICON FOR ALERTS!
WHEN YOUR SPEND AUTHORIZATION IS APPROVED, YOU MAY BOOK YOUR TRIP AND GO!

YOUR TRAVEL REQUEST IS APPROVED

WHAT DO I DO NEXT?

1. If you are going to request actuals for reimbursement, be sure to save your meal receipts.
2. If there are unexpected expenses, not accounted for in the Spend Authorization, save your receipts.
3. If there are any variations in your plans, save your receipts!



BOOK YOUR TRIP WITH RAMP

Use your department RAMP card to book flights, lodging, registrations, etc.

The RAMP P-Card has made the travel process much faster and easier, overall. This is how to use the RAMP Card.

1. Once your Spend Authorization is approved, create a memo to the department card holder for use of the card.
2. Your memo will include: Dates, Destination, and Costs.
3. Detail the cost of flights, lodging, registrations, etc. be sure to include the quotes to show your work.
4. Scan the receipts, IMMEDIATELY, to the cardholder. Do not wait or procrastinate providing the receipts, because failure to do so may affect your ability to utilize the card in the future.



SPEND AUTHORIZATION VS. EXPENSE REPORT



Spend Authorization

- The Spend Authorization is your permission to travel and request reimbursement for out-of-pocket spending. The total amount will give your supervisor an estimated cost of your trip. The minimum days to submit is 10 days, and there is no maximum to request your trip. The sooner the better.



Expense Report

- The Expense Report is how you get paid! This is the process used to reconcile your out-of-pocket expenses from your trip, and you are expected to submit this within 5 days. If there are unaccounted expenses from the spend authorization, this is where you request reimbursement. The longer you wait to submit this, the longer it will take to be reimbursed.



HOW DO I CREATE AN EXPENSE REPORT

Much like the Spend Authorization, you must add the expense lines individually and attach the corresponding receipts.

The Expense Report is usually tied to the Spend Authorization number, and each line “remembers” the requested amount. There may be variances from the requested amount, either higher or lower, so make sure there is documentation attached to each line.



CREATE EXPENSE REPORT

Type the term in the search field

The screenshot shows a web application interface with a search bar at the top containing the text "CREATE EXPENSE REPORT". Below the search bar, there is a toggle switch for "Simplified Search is Disabled". The left sidebar contains a "Saved Categories" section with "People" (0), "Tasks and Reports" (2), and "Learning" (2). Below this is a "More Categories" section. The main content area is titled "Tasks and Reports" and contains two links: "Create Expense Report" (with a red arrow pointing to it) and "Create Expense Report for Pre-Hire". Below this is a "Learning" section with two course cards: "CHESS - Workday Travel 101" and "CHESS - Workday Travel 101 SJC/LCC".

Tasks and Reports

[Create Expense Report](#) ←

Task

Enables workers to create and submit expense reports for reimbursement by adding expense lines, itemizing expenses, and attaching receipts. You can **create expense reports** for themselves including expense reports for specific positions if they hold more than 1 position and on behalf of other workers, including workers who hold more than 1 position.

[Create Expense Report for Pre-Hire](#)

Task

Enables FIN professionals and managers to initiate an expense report on behalf of a pre-hire for expenses they have incurred, enabling reimbursement. You can use the pre-hire's profile to populate relevant information and Worktags to classify the transaction.

Learning

[CHESS - Workday Travel 101](#)

The target audience for this course is individuals who will need to enter a spend authorization, create an expense report or reconcile p-card transactions. If you h...

Course • 1 lesson

[CHESS - Workday Travel 101 SJC/LCC](#)

The target audience for this course is individuals who will need to enter a spend authorization, create an expense report or reconcile p-card transactions. This train...

Course • 1 lesson

EXPENSE REPORT

Create Expense Report



Expense Report Information

Expense Report For

* Employee: Justin Garcia

Creation Options

- * Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization

x 10/25/2026 NMPPA Conference 1,461.65 USD

Final Expense Report for Spend Authorization

Memo

* NMPPA Conference

Company

* LCC Luna Community College

Expense Report Date

* 11 / 01 / 2026

Business Purpose

* x In State Travel Overnight

Entity

* x LCC

Cost Center

* x CC520300 Professional Development Program

Project

Program

Instructions

Please attach receipt to expense report items.

OK

Cancel

EXPENSE REPORT

Create Expense Report LCCEX-10000224 NMPPA Conference



Pay To Employee: Justin Garcia Status Draft Personal 0.00 USD Prior Balance Applied 0.00 USD Cash Advance Applied 0.00 USD Reimbursement 0.00 USD Total 0.00 USD

Header Attachments **Expense Lines**

Add

1 item

Expense Line

Travel attachment ex.2.odt
Successfully Uploaded!

Comment

Upload

Expense Date * 10 / 25 / 2026

Expense Item * x Mileage

Quantity * 252

Rates Used 0.7

Total Amount 176.40

Currency * USD

Memo

*Entity x LCC

*Cost Center x CC520300 Professional Development Program

Project

Program

Gift

Grant

Fiduciary Fund & SSO

*Additional Worktags
x Fund: FD0001 Current Unrestricted Fund
x State Exhibit: EX011C Academic and Curriculum Development

Available Spend Authorization Lines x Mileage - 176.40 USD

Instructions

Please include map information with this expense item. Also, please select the Vehicle Plan, by using the value for your institution to determine the appropriate mileage rate for you.

Item Details

Vehicle Plan * x LCC - Luna Community College

Origination Information

Destination Information

Receipt Included

LUNA TRAVEL

Submit

Save for Later

Close

EXPENSE REPORT

Pay To Employee: Justin Garcia Status Draft Personal 0.00 USD Prior Balance Applied 0.00 USD Cash Advance Applied 0.00 USD Reimbursement 316.40 USD Total 316.40 USD

Header Attachments **Expense Lines**

Add



3 items

Sort By: ▾

Sun, Oct 25

Per Diem - Meal Rates Day 2	70.00 USD
Per Diem - Meal Rates Day 1	70.00 USD
Mileage	176.40 USD

Expense Line



Travel Policy.pdf
Uploaded by Justin Garcia

Comment

Upload

Expense Date * 10 / 25 / 2026

Expense Item *

Quantity * 1

Rates Used 70

Total Amount 70.00

Currency * USD

Memo

Just now

Item Details

Vehicle Type *

Business Reason *

Receipt Included

Submit

Save for Later

Close

EXPENSE REPORT

Pay To Employee: Justin Garcia Status Draft Personal 0.00 USD Prior Balance Applied 0.00 USD Cash Advance Applied 0.00 USD Reimbursement 316.40 USD Total 316.40 USD

Header Attachments **Expense Lines**

Add



3 items Sort By: ▾

Sun, Oct 25

Per Diem - Meal Rates Day 2	70.00 USD
Per Diem - Meal Rates Day 1	70.00 USD
Mileage	176.40 USD

Expense Line

Travel Policy.pdf
Uploaded by Justin Garcia

1 minute ago

Item Details

Comment

Vehicle Type *

Business Reason *

Receipt Included

Upload

Expense Date *

Expense Item *

Quantity * 1

Rates Used 70

Total Amount 70.00

Currency * USD

Memo

LUNA TRAVEL

Submit Save for Later Close



EXPENSE REPORT

Pay To Employee: Justin Garcia Status Draft Personal 0.00 USD Prior Balance Applied 0.00 USD Cash Advance Applied 0.00 USD Reimbursement 316.40 USD Total 316.40 USD

Header Attachments **Expense Lines**

Add

4 items Sort By: ▾

Mon, Oct 26

Per Diem - Meal Rates Day 2 70.00 USD

Sun, Oct 25

Per Diem - Meal Rates Day 1 70.00 USD

Mileage 176.40 USD

Expense Line



Travel Policy.pdf
✓ Successfully Uploaded!

Comment

Upload

Expense Date * 10 / 27 / 2026

Expense Item * X Per Diem - Meal Rates

Quantity * 1

Rates Used 70

Total Amount 70.00

Currency * USD

Memo Day 3

Item Details

Vehicle Type * X IN-STATE Employees

Business Reason *

Receipt Included

Submit

Save for Later

Close

EXPENSE REPORT

Pay To Employee: Justin Garcia Status Draft Personal 0.00 USD Prior Balance Applied 0.00 USD Cash Advance Applied 0.00 USD Reimbursement 1,336.40 USD Total 1,336.40 USD

Header Attachments **Expense Lines**

Add

6 items Sort By: ▾

Tue, Oct 27

Lodging	950.00 USD
Per Diem - Meal Rates Day 3	70.00 USD

Mon, Oct 26

Per Diem - Meal Rates Day 2	70.00 USD
-----------------------------	-----------

Sun, Oct 25

Per Diem - Meal Rates Day 1	70.00 USD
Mileage	176.40 USD

Expense Line



Travel Policy.pdf
Uploaded by Justin Garcia

Comment

Upload

Expense Date * 10 / 27 / 2026

Expense Item * Lodging

Quantity * 1

Per Unit Amount * 950.00

Total Amount 950.00

Currency * USD

Memo

*Entity LCC

*Cost Center CC520300 Professional Development Program

Project

Program

Gift

Grant

Fiduciary Fund & SSO

*Additional Worktags Fund: FD0001 Current Unrestricted Fund

State Exhibit: EX011C Academic and Curriculum Development

Available Spend Authorization Lines Lodging - 0.00 USD

Item Details

Arrival Date * 10 / 25 / 2026

Departure Date * 10 / 28 / 2026

Travel Region

Country

Itemization

Use the button below only if your company's expense policy requires itemizations.

Add

Receipt Included

0 items

Submit

Save for Later

Close

EXPENSE REPORT

If there is an expense that should have been pre-paid but was not, and you have to pay out-of-pocket, add it here.

You have submitted Expense Report: LCCEX-10000224, Justin Garcia on 11/01/2026 for \$1,336.40



Up Next

Check Budget (Financial) for Expense Report - Batch/Job: Run Budget Check

Do Another

- [Create Expense Report](#)
- [Create Expense Report for Pre-Hire](#)

Details and Process

For [Expense Report: LCCEX-10000224](#)

Overall Process [Expense Report: LCCEX-10000224, Justin Garcia on 11/01/2026 for \\$1,336.40](#)

Overall Status In Progress

Due Date 05/28/2026

Details Process

Expense Report Number LCCEX-10000224

Company LCC Luna Community College

Reimbursement 1,336.40

Personal 0.00

Total Amount 1,336.40

Currency USD

Memo NMPPA Conference

Spend Authorization 10/23/2026 NMPPA Conference 1,461.65 USD

5 items



Date	Expense Item	Charge Description/Memo	Total Amount	Currency	Converted Amount
10/25/2026	Per Diem - Meal Rates	Day 1	70.00	USD	70.00
10/25/2026	Mileage		176.40	USD	176.40
10/26/2026	Per Diem - Meal Rates	Day 2	70.00	USD	70.00
10/27/2026	Lodging		950.00	USD	950.00
10/27/2026	Per Diem - Meal Rates	Day 3	70.00	USD	70.00

Done



LUNA TRAVEL

This presentation does not include all possible travel scenarios, for further assistance contact the Procurement Department for assistance.

