

SYS.PHS-E.903, Attachment B
Independent Contractors Guidelines

Maximum reimbursement per PHS [Travel and Reimbursement](#) Policy:

- (1) Independent contractors may make their own travel arrangements and should follow the policy guidelines when making travel choices.
- (2) Contractors should take the lowest available airfare whenever possible.
- (3) Contractors are eligible to stay at a PHS-approved hotel as listed in [Attachment D](#). PHS does not have direct bill arrangements with local hotels, and contractors must pay for their lodging using a personal credit card.
- (4) Rental cars: compact cars authorized for individuals traveling in and around Albuquerque. If a contractor flies into Albuquerque but has to travel to Lincoln County Medical Center, Plains Regional Medical Center or Dan C. Trigg Memorial hospitals, he/she is authorized to rent an intermediate size car. Mid-size or larger cars are allowed when three or more persons are traveling together and sharing the vehicle.
- (5) To receive reimbursement, contractors must submit receipts for expenses that are greater than \$25.00. Receipts must show itemized expenses and should exclude alcohol. A hotel folio must be submitted to receive hotel reimbursement. PHS does not reimburse (except through the per diem) for expenses such as alcohol, telephone, cleaning, or movies.
- (6) Contractors are authorized the per diem rates as outlined in the policy and are subject to the 75% maximum on the first and last day of travel.
- (7) Contractors are encouraged to park their automobiles in long-term parking lots at their home city location. PHS will reimburse contractors for home city parking up to \$10 per day.

All information contained on this page is subject to change.

SYS.PHS-E.903, Attachment D

<u>Albuquerque</u>		<u>2023</u>
Andaluz Hotel		\$ 150.00
Courtyard by Marriott Journal		\$ 124-2G /129-1K
Double Tree		\$ 129.00
Embassy Stes Albuquerque		\$ 146.00
Homewood Stes Journal Ctr		\$ 119.00
Homewood Uptown		\$ 112.00
Holiday Inn Exp Stes Balloon		\$ 109.00
Hilton Garden Inn Abq Journal		\$ 134.00 - 154.00
Hyatt Place Abq Apt		\$ 92.00
Hyatt Place Uptown		\$ 132.00
Hotel Chaco		\$ 199.00
Marriott ABQ Hotel/Louisanna		\$ 169.00
Sheraton Abq Apt		\$ 131.00
Sheraton Abq Uptown		\$ 139.00 (T) / 189.00 (C)
Springhill Suites/Univ Area		\$ 124.00
TownePlace Stes/Airport		\$ 94.00
<u>Clovis</u>		
Fairfield Inn & Stes		\$ 115.00 (E) / \$125.00 (HR)
Holiday Inn Express		\$ 112 Std/\$134 Ste
<u>Rio Rancho</u>		
Hilton Garden Inn		\$ 179.00
<u>Ruidoso</u>		
MCM Elegante		\$ 94.00
<u>Santa Fe</u>		
Hampton Inn Santa Fe		\$ 129 (K) - \$139 (D)
Residence Inn		\$ 151.20
<u>Socorro</u>		
Best Western		\$ 111.00
Holiday Inn Exp		\$ 129.00 (E) / 143.00 (HR)

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