

**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>2024</u>   |
|-------------------------------|---|
| Andaluz Hotel                 | Floats  |
| Courtyard by Marriott Journal | \$124-2G / \$129-1K   |
| Double Tree                   | \$129   |
| Embassy Stes Albuquerque      | \$149   |
| Homewood Stes Journal Ctr     | \$134   |
| Homewood Uptown               | \$112   |
| Hilton Garden Inn Abq Journal | \$139 (S) / 159 (King Upgrade)  |
| Hyatt Place Abq Apt           | \$92  |
| Hyatt Place Uptown            | \$ 142 (Standard) / \$157 (high Floor)                                  |
| Hotel Chaco                   | \$199   |
| Marriott ABQ Hotel/Louisiana  | \$169   |
| Residence Inn                 | \$119 (Studio)/ \$129 (King)/ \$149 (King w/ fireplace)/ \$179 (2 room) |
| Sheraton Abq Apt              | \$109 K / \$129   |
| Sheraton Abq Uptown           | \$189-209 / \$239-259 (Club)  |
| Springhill Suites/Univ Area   | Floats  |
| TownePlace Stes/Airport       | \$109 / \$129   |
| <u>Clovis</u>                 | <u>2024</u>   |
| Fairfield Inn & Stes          | \$115.00 ( E ) / \$125.00 ( HR )  |
| Holiday Inn Express           | \$112 Std/\$134 Ste   |
| <u>Rio Rancho</u>             | <u>2024</u>   |
| Hilton Garden Inn             | Pending   |
| <u>Ruidoso</u>                | <u>2024</u>   |
| MCM Elegante                  | \$107   |
| <u>Santa Fe</u>               | <u>2024</u>   |
| Inn & Spa At Loretto          | Floats  |
| Hampton Inn Santa Fe          | \$139 (K) / \$149 (D)   |
| Residence Inn                 | \$207.20 (double stu)   |
| <u>Socorro</u>                | <u>2024</u>   |
| Best Western                  | Floats  |
| Holiday Inn Exp               | \$129.00 (E) / \$143.00 (HR)  |
| <u>Tucumcari</u>              | <u>2024</u>   |
| Holiday Inn Exp & Stes        | Pending   |

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