

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>2025</u> |
|---|--|
| HOTEL ANDALUZ CURIO COLLECTION BY HILTON | \$155.00-S - \$175.00-STE |
| COURTYARD ALBUQUERQUE | \$134.00-2Q-\$139.00-1K |
| DOUBLETREE BY HILTON ALBUQUERQUE | \$129.00-S - \$264.00- STE |
| EMBASSY SUITES ALBUQUERQUE - HOTEL & SPA | \$155.00-Free Parking |
| HOMEWOOD SUITES BY HILTON ALBUQUERQUE UPTOWN | \$112.00 |
| HILTON GARDEN INN JOURNAL CENTER | \$144.00-S \$164.00-K |
| HYATT PLACE ALBUQUERQUE UPTOWN | \$155.00-STD - \$170.00-HIGH FLOOR |
| HYATT PLACE ALBUQUERQUE AIRPORT | \$112.00 |
| HOTEL CHACO | 20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA |
| THE CLYDE HOTEL | 20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA |
| NATIVO LODGE | 20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA |
| HOTEL ALBUQUERQUE AT OLD TOWN | 20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA |
| ARRIVE ALBUQUERQUE | 20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA |
| RESIDENCE INN BY MARRIOTT ALBUQUERQUE AIRPORT | \$125.00-STUDIO KING |
| SHERATON ALBUQUERQUE AIRPORT HOTEL | \$129.00 |
| SHERATON UPTOWN ALBUQUERQUE | \$129.00 - \$209.00-T \$239.00 - \$259.00-CLUB |
| SPRINGHILL SUITES BY MARRIOTT ALBUQUERQUE UNIVERSITY AREA | \$134.00-2Q \$139.00-1K |
| TOWNEPLACE SUITES ALBUQUERQUE AIRPORT | \$114.00-STUDIO - \$134.00-SUITE |
| <u>Clovis</u> | <u>2025</u> |
| TOWNEPLACE SUITES CLOVIS | \$115.00 |
| FAIRFIELD INN AND SUITES CLOVIS | \$115.00-REG - \$125.00-SUITE |
| HOLIDAY INN EXP STES CLOVIS | \$118.00-STD \$140.00-STE |
| <u>Rio Rancho</u> | <u>2025</u> |
| HILTON GARDEN INN ALBUQUERQUE NORTH/RIO RANCHO | \$179.00 |
| <u>Ruidoso</u> | <u>2025</u> |
| MCM ELEGANTE LODGE SUITES | \$107 |

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| <u>Santa Fe</u> | <u>2025</u> |
|--------------------------------------|---|
| HAMPTON INN SANTA FE SOUTH | \$139.00-K \$149.00-D |
| COYOTE SOUTH | 20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA |
| EL REY COURT | 20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA |
| THE SAGE | 20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA |
| THE LODGE AT SANTA FE | 20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA |
| ELDORADO HOTEL AND SPA | 20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA |
| HOTEL ST FRANCIS | 20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA |
| HOTEL CHIMAYO DE SANTA FE | 20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA |
| RESIDENCE INN SANTA FE | \$142.20-S \$163.20-STE |
| <u>Socorro</u> | <u>2025</u> |
| HOLIDAY INN EXPRESS SOCORRO | \$129.00-S \$143.00-STE |
| <u>Tucumcari</u> | <u>2025</u> |
| HOLIDAY INN EXPRESS SUITES TUCUMCARI | \$95.00 |

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