

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 the New Mexico Preferred Hotel Rates. 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 Dr. 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.

2026 New Mexico Preferred Hotel Rates

ALBUQUERQUE

ALBUQUERQUE MARRIOTT PYRAMID NORTH	\$129.00 - DBLB - \$134.00 - KING
ARRIVE ALBUQUERQUE	20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA
COURTYARD ALBUQUERQUE JOURNAL CENTER	\$154.00
DOUBLETREE BY HILTON ALBUQUERQUE	\$132.00
EMBASSY SUITES ALBUQUERQUE - HOTEL & SPA	\$155.00 + FREE PARKING
FAIRFIELD INN AIRPORT	\$119.00
HILTON GARDEN INN JOURNAL CENTER	\$137.00
HOMWOOD SUITES AT JOURNAL CENTER	\$139.00
HOMWOOD SUITES BY HILTON ALBUQUERQUE UPTOWN	\$112.00
HOTEL ALBUQUERQUE AT OLD TOWN	20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA
HOTEL CHACO	20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA
HYATT PLACE ALBUQUERQUE AIRPORT	\$112.00
HYATT PLACE ALBUQUERQUE UPTOWN	\$155.00-STD - \$170.00-HIGH FLOOR
NATIVO LODGE	20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA
RESIDENCE INN BY MARRIOTT ALBUQUERQUE AIRPORT	\$99.05
RESIDENCE INN BY MARRIOTT ALBUQUERQUE NORTH	\$149.00 -STUDIO - \$159.00 - SUITE - \$269.00 - 2BR
SHERATON ALBUQUERQUE AIRPORT HOTEL	\$134.00
SHERATON UPTOWN ALBUQUERQUE	\$159.00 - STD - \$189.00 - CLUB
SPRINGHILL SUITES BY MARRIOTT ALBUQUERQUE UNIVERSITY	\$114.00-STUDIO - \$134.00-SUITE
THE CLYDE HOTEL	20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA
TOWNEPLACE SUITES ALBUQUERQUE AIRPORT	\$129.00 - \$169.00

CLOVIS

FAIRFIELD INN AND SUITES CLOVIS	\$115.00
HOLIDAY INN EXP STES CLOVIS	\$112.00 - \$136.00
TOWNEPLACE SUITES CLOVIS	\$117.00

RIO RANCHO

HILTON GARDEN INN NORTH	\$179.00
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RUIDOSO

MCM ELEGANTE LODGE & SUITES	\$160.00
BEST WESTERN PINE SPRINGS INN	\$80.00

SANTA FE

COYOTE SOUTH	20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA
EL REY COURT	20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA
ELDORADO HOTEL AND SPA	\$243.00 - \$303.00
HAMPTON INN SANTA FE SOUTH	\$117.00 - \$142.00
HOTEL CHIMAYO DE SANTA FE	20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA
HOTEL GLORIETA	20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA
HOTEL ST FRANCIS	20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA
INN AT LORETTO	20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA
RESIDENCE INN SANTA FE	\$163.00
THE SAGE	20% OFF BEST FLEXIBLE RATE PROMO CODE: AQUILA

SOCORRO

BEST WESTERN SOCORRO	\$129.99
HOLIDAY INN EXPRESS	\$139.00

TUCUMCARI

HOLIDAY INN EXPRESS SUITES/-HOD77789	\$93.00 - \$141.00
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