

The Superintendent or designee shall be responsible for determining the necessity for reimbursable travel by employees. No travel shall be reimbursed unless prior authorization is given by the Superintendent or designee.

Approved travel shall be reimbursed by mileage and per diem amounts allowed under New Mexico statute or regulation, except when lesser payments are agreed to by the employee and the approving administrator. Reimbursement for travel on public conveyance shall be at the most economical rate.