

Per Diem and Travel Reimbursements

453-1

The Pojoaque Valley School District may reimburse Board members and employees for expenses incurred for travel in connection with authorized District or Board business. Reimbursement shall be based upon one of the following methods:

1. Mileage and per diem rates authorized by the school Board subject to the limitations in the Per Diem and Mileage Act NMSA 1978 Sections 10-8-1 through 10-8-8, as amended, and regulations promulgated pursuant thereto. Or actual expenses in lieu of per diem rates for either in-state or out-of-state travel with prior approval.

TRAVEL, PER DIEM AND MILEAGE PAYMENTS

1. The Superintendent or designee shall be responsible for determining the necessity for reimbursable travel by employees. No employee travel shall be reimbursed unless prior authorization is given by the Superintendent or designee.
2. The Board shall be responsible for approving travel for board business.
3. Reimbursement for all travel on public conveyance shall be at the most economical rate.

Mileage and Per Diem Rates

1. Board members or employees shall be entitled to reimbursement at the District approved rate for each mile traveled in a privately owned vehicle in the discharge of official duties, provided that only one person shall be entitled to mileage reimbursement when a privately owned vehicle transports more than one Board member or employee.
2. Mileage reimbursement shall be calculated as follows:
 - a. the point to point mileage chart of the official state map published by the state highway and transportation department for distances in New Mexico and the most recent edition of the Rand-McNally road atlas for distances outside of New Mexico; or
 - b. actual mileage if the beginning and ending odometer reading is certified as true and correct by the traveler, and
 - 1) the destination is not included on the official state map or on the Rand McNally road atlas, or,
 - 2) at the destination(s), the public officer or employee was required to use a private conveyance in the performance of the official duties.
3. Per Diem rates shall be prorated in accordance with NMAC 2.42.2.8 and paid without regard to whether expenses are actually incurred. Where lodging and/or meals are provided or paid for by the District or another entity, the Board member or employee is entitled to reimbursement only for actual expenses.

Regardless of the number of hours traveled, travel where overnight lodging is required shall be reimbursed as follows:

In-state areas \$ 85.00
In-state special areas up to \$135.00

Per Diem and Travel Reimbursements

453-2

Out-of-state areas	\$115.00
Out-of-state special areas	actual expenses up to \$215.00

The Board designates the following as out-of-state special areas: New York City, Washington, D.C., Chicago, Los Angeles, San Francisco, Palm Springs, San Diego, Atlanta, Boston, Las Vegas, Atlantic City, Philadelphia and Dallas/Fort Worth or areas outside of the continental United States including Alaska and Hawaii, and verified by the District Business Manager to comply with the Department of Finance Administration (DFA) rules.

Return From Overnight Travel

On the last day of travel when overnight lodging is no longer required, partial day reimbursement shall be made. To calculate the number of hours in the partial day, begin with the time the traveler initially departed, divide the number of hours traveled by 24. The hours remaining constitute the partial day, which shall be reimbursed as follows:

1. for less than 2 hours, none;
2. for 2 hours, but less than 6 hours, \$12.00;
3. for 6 hours or more, but less than 12 hours, \$20.00;
4. for 12 hours or more, \$30.00

Actual Expenses

Actual expenses for meals are limited to a maximum of \$30.00 for a 24-hour period. Receipts for the actual meal and lodging expenses incurred must be submitted. Lodging reimbursement shall not exceed the single occupancy room charge (including tax).

Reimbursement for Other Expenses

Reimbursement without receipts may be made for the following expenses in an amount of \$6.00 per day not to exceed a total of \$30.00 per trip:

1. taxi or other transportation fares at the destination of the traveler;
2. parking fees.

If more than \$6.00 per day or \$30.00 per trip is claimed, the entire amount of the reimbursement claim must be accompanied by receipts.

In addition, reimbursement for the following expenses may be made provided that receipts for all such expenses are attached to the reimbursement voucher:

1. actual costs for travel by common carrier, provided such travel is accomplished in the most economical manner practical;
2. rental cars or charter aircraft, provided less expensive public transportation is not available or appropriate;
3. registration fees for educational programs or conferences, provided, if the fee includes lodging or meals, then no per diem rates shall be paid and only actual expenses paid by the officer or employee and not included in the fee shall be reimbursed; or

professional fees or dues that are beneficial to the district's operations or mission as determined by the Superintendent or designee for employees and the Board for its members.

Per Diem and Travel Reimbursements

453-3

Under circumstances where the loss of receipts would deny reimbursement and create a hardship, an affidavit from the traveler attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the travel voucher and include the signature of the Superintendent. The affidavit for lost receipts shall be in the current form prescribed by the Department of Finance and Administration.

TRAVEL, PER DIEM AND MILEAGE PAYMENTS

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 in accordance with this policy except when lesser payments are agreed to by the employee and the approving administrator.