

1 **Per Diem, Travel and Expense Reimbursements**

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3 The Pojoaque Valley School District may reimburse the reasonable and lawful expenses of Board  
4 members and employees who incur such expenses in carrying out their authorized duties, upon  
5 submission of acceptable supporting receipts, provided that prior authorization has been granted. Such  
6 reimbursable expenses may include those incurred for travel in connection with authorized District or  
7 Board business. All out-of-state travel requires prior approval by the Board of Education. Requests for  
8 out-of-state travel must be submitted to the Superintendent’s office early enough to allow consideration  
9 of approval by the Board of Education.

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11 Reimbursement shall be based upon one of the following methods: 1) Mileage and per diem rates  
12 authorized by the school Board, subject to the limitations in the Per Diem and Mileage Act;; or, 2) actual  
13 expenses in lieu of per diem rates for either in-state or out-of-state travel with prior approval.

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16 The Board has authority to approve or deny District payment/reimbursement for board business. The  
17 Superintendent or designee shall be responsible for determining the necessity for reimbursable travel by  
18 employees. No employee travel shall be reimbursed unless prior authorization is given by the  
19 Superintendent or designee.

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22 **Mileage and Per Diem Rates**

23 1. Board members or employees shall be entitled to reimbursement at the District approved rate for each  
24 mile traveled in a privately-owned vehicle in the discharge of official duties, provided that only one  
25 person shall be entitled to mileage reimbursement when a privately owned vehicle transports more than  
26 one Board member or employee.

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28 2. Mileage reimbursement shall be calculated as follows:

- 29 a. the point to point mileage chart of the official state map published by the state highway and  
30 transportation department for distances in New Mexico and the most recent edition of the Rand-  
31 McNally mileage calculator for distances outside of New Mexico; or  
32 b. actual mileage if the beginning and ending odometer reading is certified as true and correct by the  
33 traveler, and  
34 1) the destination is not included on the official state map or on the Rand McNally road atlas, or,  
35 2) at the destination(s), the public officer or employee was required to use a private  
36 conveyance in the performance of the official duties.

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38 3. Per Diem rates shall be prorated in accordance with NMAC 2.42.2.8 and paid without regard to  
39 whether expenses are actually incurred. Where lodging and/or meals are provided or paid for by the District or  
40 another entity, the Board member or employee is entitled to reimbursement only for actual expenses.

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

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45 In-state areas \$ 85.00  
46 In-state special areas up to \$135.00  
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48 Out-of-state areas \$115.00  
49 Out-of-state special areas actual expenses up to \$215.00  
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1 The Board designates the following as out-of-state special areas: New York City, Washington, D.C., Chicago, Los  
2 Angeles, San Francisco, Palm Springs, San Diego, Atlanta, Boston, Las Vegas, Atlantic City, Philadelphia and  
3 Dallas/Fort Worth or areas outside of the continental United States including Alaska and Hawaii, and verified by  
4 the District Business Manager to comply with the Department of Finance Administration (DFA) rules.  
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### 6 **Return From Overnight Travel**

7 On the last day of travel when overnight lodging is no longer required, partial day reimbursement shall be made.  
8 To calculate the number of hours in the partial day, begin with the time the traveler initially departed, divide the  
9 number of hours traveled by 24. The hours remaining constitute the partial day, which shall be reimbursed as  
10 follows:  
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- 12 1. for less than 2 hours, none;
  - 13 2. for 2 hours, but less than 6 hours, \$12.00;
  - 14 3. for 6 hours or more, but less than 12 hours, \$20.00;
  - 15 4. for 12 hours or more, \$30.00
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### 17 **Actual Expenses**

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

23 Reimbursement without receipts may be made for the following expenses in an amount of \$6.00 per day not to  
24 exceed a total of \$30.00 per trip:  
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- 26 1. taxi or other transportation fares at the destination of the traveler;
  - 27 2. parking fees.
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29 If more than \$6.00 per day or \$30.00 per trip is claimed, the entire amount of the reimbursement claim must be  
30 accompanied by receipts.  
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32 In addition, reimbursement for the following expenses may be made provided that receipts for all such expenses  
33 are attached to the reimbursement voucher:  
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- 35 1. actual costs for travel by common carrier, provided such travel is accomplished in the most economical  
36 manner practical;
  - 37 2. rental cars or charter aircraft, provided less expensive public transportation is not available or appropriate;
  - 38 3. registration fees for educational programs or conferences, provided, if the fee includes lodging or meals,  
39 then no per diem rates shall be paid and only actual expenses paid by the officer or employee and not  
40 included in the fee shall be reimbursed; or  
41 professional fees or dues that are beneficial to the district's operations or mission as determined by the  
42 Superintendent or designee for employees and the Board for its members.
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44 Under circumstances where the loss of receipts would deny reimbursement and create a hardship, an  
45 affidavit from the traveler attesting to the expenses may be substituted for actual receipts. The affidavit  
46 must accompany the travel voucher and include the signature of the Superintendent. The affidavit for lost  
47 receipts shall be in the current form prescribed by the Department of Finance and Administration.  
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### 50 Legal Reference:

51 §10-8-1 et. seq. NMSA 1978  
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