

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

**453-412**

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3 The Pojoaque Valley School District may reimburse the reasonable and lawful expenses of Board  
4 members and employees ~~for 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 expenses incurred for travel in connection with authorized  
7 District or Board business. All out-of-state travel requires prior approval by the Board of Education.  
8 Requests for out-of-state travel must be submitted to the Superintendent’s office early enough to allow  
9 consideration 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, NMSA  
13 1978 Sections 10-8-1 through 10-8-8, as amended, and regulations promulgated pursuant thereto. Or, 2)  
14 actual expenses in lieu of per diem rates for either in-state or out-of-state travel with prior approval.

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16 **~~TRAVEL, PER DIEM AND MILEAGE PAYMENTS~~**

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

- 22 ~~2. The Board shall be responsible for approving travel for board business.~~
- 23 ~~3. Reimbursement for all travel on public conveyance shall be at the most economical rate.~~

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25 **Mileage and Per Diem Rates**

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

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

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

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

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48 In-state areas \$ 85.00

**Commented [KS1]:** I suggest pulling all of this detail out of policy and placing it in an administrative regulation or business office handbook.

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

18 On the last day of travel when overnight lodging is no longer required, partial day reimbursement shall be made.  
19 To calculate the number of hours in the partial day, begin with the time the traveler initially departed, divide the  
20 number of hours traveled by 24. The hours remaining constitute the partial day, which shall be reimbursed as  
21 follows:  
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- 23 1. for less than 2 hours, none;
- 24 2. for 2 hours, but less than 6 hours, \$12.00;
- 25 3. for 6 hours or more, but less than 12 hours, \$20.00;
- 26 4. for 12 hours or more, \$30.00  
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28 **Actual Expenses**

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

34 Reimbursement without receipts may be made for the following expenses in an amount of \$6.00 per day not to  
35 exceed a total of \$30.00 per trip:  
36

- 37 1. taxi or other transportation fares at the destination of the traveler;
- 38 2. parking fees.  
39

40 If more than \$6.00 per day or \$30.00 per trip is claimed, the entire amount of the reimbursement claim must be  
41 accompanied by receipts.  
42

43 In addition, reimbursement for the following expenses may be made provided that receipts for all such expenses  
44 are attached to the reimbursement voucher:  
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- 46 1. actual costs for travel by common carrier, provided such travel is accomplished in the most economical  
47 manner practical;
- 48 2. rental cars or charter aircraft, provided less expensive public transportation is not available or appropriate;

1 3. registration fees for educational programs or conferences, provided, if the fee includes lodging or meals,  
2 then no per diem rates shall be paid and only actual expenses paid by the officer or employee and not  
3 included in the fee shall be reimbursed; or  
4 professional fees or dues that are beneficial to the district's operations or mission as determined by the  
5 Superintendent or designee for employees and the Board for its members.  
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10 Under circumstances where the loss of receipts would deny reimbursement and create a hardship, an  
11 affidavit from the traveler attesting to the expenses may be substituted for actual receipts. The affidavit  
12 must accompany the travel voucher and include the signature of the Superintendent. The affidavit for lost  
13 receipts shall be in the current form prescribed by the Department of Finance and Administration.  
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16 **TRAVEL, PER DIEM AND MILEAGE PAYMENTS**

17 ~~The Superintendent or designee shall be responsible for determining the necessity for reimbursable travel~~  
18 ~~by employees. No travel shall be reimbursed unless prior authorization is given by the~~  
19 ~~Superintendent or designee. Approved travel shall be reimbursed in accordance with this policy except~~  
20 ~~when lesser payments are agreed to by the employee and the approving administrator.~~  
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23 Legal Reference:

24 §10-8-1 et. seq. NMSA 1978  
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