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## G-106: Employee Travel and Expenses

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Approved by: Governing Council

Effective Date: June 13, 2005

Revision Date(s): Draft revisions on 7/15/2025

Reviewed On:

### **POLICY:**

East Mountain High School will reimburse employees for expenses incurred for travel in connection with recognized school business provided the employee receives prior approval for reimbursement from the Executive Director.

### **PROCEDURES FOR EMPLOYEE:**

1. Employees desiring to attend educational meetings, conferences or other events during their contract/duty days must have prior written approval from the Executive Director.
2. With prior approval of the Executive Director, the employee may attend an educational meeting, conference or other event with no loss of pay.
3. Reimbursement for any travel expenses must receive prior approval from the Executive Director. If approved, reimbursement shall be made in compliance with the provisions of the Per-Diem and Mileage Act, 2.42.2 NMSA, as follows:
  - A. Actual reimbursement for lodging, not exceeding the single occupancy room charge (including tax). Whenever possible, employees should stay in hotels which offer government or discounted rates. Employees who incur lodging expenses in excess of \$350.00 per night must obtain the signature of the Executive Director or Executive Director's designee on the travel voucher prior to requesting reimbursement and on the encumbering document at the time of encumbering the expenditure.
  - B. Actual reimbursement for meals is limited to a maximum of \$70.00 for in-state / out-of state for a 24-hour period. No reimbursement will be made for purchase of alcoholic beverages.
  - C. Employee may be reimbursed for actual costs for travel by common carrier, provided such travel is accomplished in the most economical manner practical. If employee drives their own private vehicle, see E. below.
  - D. At destination, if less expensive public transportation is not available or appropriate, employee may be reimbursed for the cost of a rental car.
  - E. Mileage – Private Conveyance: Employees shall be reimbursed for mileage accrued in the use of a private automobile at a rate of fifty-five cents (\$.55) per mile. Employee must list the beginning and ending odometer reading on the Travel Expense Reimbursement form.
  - F. To be reimbursed for the above items, the employee must submit original receipts, not credit card receipts for transportation, and lodging expenses incurred. Receipts are not required for per-diem meals. These receipts must be attached to a *Travel Expense Reimbursement* form. Under circumstances where the receipt(s) is lost, an affidavit from the employee attesting to the expenses may be substituted for actual receipt(s). The affidavit must accompany the travel voucher and include the signature of the Executive Director or Executive Director's designee.
  - G. Reimbursement for Other Expenses: Employee may be reimbursed without receipts for the following expenses up to \$6.00 per day, not to exceed a total of \$30.00 per trip:
    - ☐ Taxi or other transportation fares at the destination of the traveler;
    - ☐ Gratuities (excluding meals) as allowed by the Executive Director; and
    - ☐ 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.

4. Generally, the school issues purchase orders for travel expenses; however, to secure advantageous air carrier or other commercial transportation rates, the school may elect to purchase the ticket for the employee.
5. If an employee is traveling with family members, the employee shall pay all travel costs associated with the employee's family.