

I. REIMBURSEMENT FOR TRAVEL AND PER DIEM

Board members who travel outside the district on official school business may be reimbursed if approval for travel is granted prior to the trip. Trip approval can be granted only by the current (or acting) president of the board. Reimbursement for travel, like other district expenditures, is subject to formal approval by a majority vote of a quorum at a public meeting of the board.

The maximum allowance for travel expenses of board members shall be as approved by the Mileage and Per Diem Act of the state of New Mexico and the policies of the Lordsburg Board of Education. Per diem allowance will be computed on a 24-hour day or one-quarter day (six hour) period, except that no per diem will be allowed for periods of less than six hours.

Use of district-owned vehicles is encouraged for board travel. However, when it is necessary for a board member to travel in a privately owned vehicle, said member shall receive the mileage reimbursement rate approved by the Lordsburg Board of Education. Such rate of reimbursement shall be consistent with applicable state statutes.

Payment for any travel or per diem shall be made only upon the proper filing of district-approved forms with the business office. Reimbursement shall not be paid to any board member prior to the trip.

Board members who are reimbursed pursuant to district policy shall not be eligible for remuneration from any other source(s) for mileage and per diem expenses.

Reimbursement rates for travel and per diem as listed below have been approved by the Lordsburg Board of Education. Per diem rates not otherwise specified are for a 24-hour day.

Less than 6 hours	None
At least 6 hours but less than 12 hours	\$12.00
At least 12 hours but less than 18 hours	\$20.00
At least 18 hours but less than 24 hours	\$30.00
In State non-special area	\$85.00
In State, Special Cities (Albuquerque, Santa Fe, Ruidoso, Taos, Cloudcroft, Artesia)	\$120.00
In-state <u>actual</u> meals (when allowed)	\$30.00 (Maximum per 24 hr.)
In-state <u>actual</u> lodging (when allowed)	\$140.00 (Maximum per night)
Out of State	\$115.00 (Per 24 hr. Cycle)
Out of State, Special Cities (New York, Chicago, Washington, D.C., San Francisco, San Diego, Dallas, Denver, Phoenix Los Angeles, Palm Springs, Atlanta, Boston,	

Las Vegas, Atlantic City, Philadelphia, Fort Worth, Out of the Country, and other cities which might later be so designated by the board of education)	\$175.00
Out of state <u>actual</u> meals (when allowed)	\$40.00 (Maximum per 24 hr.)
Out of state <u>actual</u> lodging (when allowed)	\$200.00 (Maximum per night)
 Mileage Reimbursement for Personal Vehicle	 80% of IRS Standard Rate set January 1 of previous calendar year

Upon written notification to the business office, and with the approval of the board president, a board member may choose to be reimbursed actual expenses in lieu of the per diem rate where overnight travel is required, subject to the above maximums.

II. ACTUAL REIMBURSEMENT FOR LODGING

A board member may elect to be reimbursed actual expenses for lodging not exceeding the single occupancy room charge (including tax) in lieu of the per diem rate set forth in this policy. Where allowed by the hotel, motel or other lodging and with a two-week prior notice to the business office, the board member may also choose to secure accommodations with a district purchase order issued prior to the trip.

III. ACTUAL REIMBURSEMENT FOR MEALS

Actual expenses for meals are limited to a maximum of \$30.00 (in-state) \$40.00 (out of state) for a 24-hour period. A check in this amount per day may be issued to the board member prior to travel if the business office receives such a request two weeks in advance of the trip. Any funds remaining after travel or expenditures not certified by receipts must be returned to the business office.

Reimbursement shall not be made for alcoholic beverages. Reimbursement for tips shall be limited to 20% of the pre-tax meal amount.

IV. RECEIPTS REQUIRED

Receipts must be submitted for the actual meal and lodging expenses incurred. Under circumstances where the loss of receipts would create a hardship, an affidavit from the board member attesting to the expenses may be substituted for actual receipts. The affidavit, which is available in the District Administrative Office, must accompany the Travel Reimbursement form, be signed by the board member, and be approved by formal board action prior to reimbursement being made.