

**I. REIMBURSEMENT FOR TRAVEL AND PER DIEM**

Employees who travel outside the district on official school business may be reimbursed if approval for travel is granted prior to the trip. Trip approval must be granted by the employee's supervisor and the superintendent. 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 employees 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 privately owned vehicles is discouraged for travel. However, when it is necessary for an employee to travel in a privately owned vehicle, said employee 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 employee prior to the trip.

Employees 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)	\$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	\$100.00 (Per 24 hr. Cycle)
Out of State, Special Cities (New York, Chicago, Washington, D.C., San Francisco, San Diego, Dallas, Denver, Out of the Country, and other cities which might later be so designated by the board of education)	\$140.00
Out of state <u>actual</u> meals (when allowed)	\$40.00 (Maximum per 24 hr.)

Out of state <u>actual</u> lodging (when allowed)	\$160.00 (Maximum per night)
Mileage Reimbursement for Personal Vehicle	\$.32

Upon written notification to the business office, and with the approval of the superintendent, an employee 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

An employee 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 employee may also choose to secure accommodations with a district purchase order issued prior to the trip. Whenever possible, employees should stay in hotels which offer reduced rates.

## 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 employee prior to travel if the business office receives such a request reasonably in advance of the trip and the advance is approved by the superintendent. Any funds remaining after travel or expenditures not certified by receipts must be returned to the business office.

## 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 employee 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 and be signed by both the employee and the superintendent.

## V. APPLICABILITY

In cases where there is no policy or contract which provides for the travel of other individuals representing the school district on official business, the procedures and reimbursement rates of this policy shall apply. Such individuals may include contracted service personnel, parents and other community members.