

**Northern New Mexico College
ADMINISTRATIVE POLICY**

Subject:	Travel & Per Diem Reimbursement Policy
File Reference:	1.16
Date Approved By Board of Regents:	June 19, 2003
Replaces Policy Approved On:	

Purpose: To establish rates of reimbursement for students, employees, and officials for travel and per diem associated with performance of official College duties and responsibilities in accordance with applicable state statutes. Statutory provisions (NMSA 1978, Section 10-8-1 to 10-8-8 – amended in 1995) shall determine any item not specifically addressed in this policy.

Policy: AUTHORITY

Under the laws of the state of New Mexico the Board of Regents of Northern New Mexico Community College may establish rates of reimbursement in accordance with standards established by state statute.

TRAVEL REIMBURSEMENT

A. Mileage shall be used to calculate reimbursement to travelers if the use of private vehicle is authorized; institutionally owned vehicles are unavailable, and car pooling is unavailable or impractical.

The number of miles traveled shall be determined from an official state road map, air map or the most recent atlas published within five years of date of travel.

An additional 10 miles per day may be added to the official mileage between destinations to compensate for driving at the destination.

Alternately, mileage may be calculated according to actual odometer readings provided approval by the Chief Finance Officer is given prior to commencing travel and the traveler certifies that beginning and ending odometer readings are true and correct.

Reimbursement for travel between work bases may not be granted to a traveler with a multi-work base assignment.

B. Travel by commercial airline shall be reimbursed on the actual cost of the airfare.

C. Total mileage reimbursement for out of state travel by privately owned automobile shall not exceed the total coach class commercial airfare between the point of origination and destination.

D. Only one traveler may claim reimbursement for mileage if a group of College staff travels in the same vehicle.

E. No reimbursement may be claimed if a College vehicle is used.

MILEAGE RATES (per mile): Privately Owned Automobile \$.32

BOARD OF REGENTS

1. Members of the Board of Regents may be reimbursed for attendance at regular, special or committee meetings of the Board in one of two methods: either a flat rate of \$95.00 per day per meeting attended or reimbursement of actual expenses for lodging and \$30.00 for meals per day (per diem).
2. Members of the Board of Regents shall be eligible for mileage reimbursement at applicable rates in addition to per diem.
3. Reimbursement of travel and per diem to Regents for attendance at activities other than meetings of the Board shall be calculated in the same manner as for employees.

MEALS AND LODGING REIMBURSEMENT. IN-STATE (OVERNIGHT LODGING REQUIRED)

1. Employees shall not be eligible for per diem reimbursement while working at any of the College campuses.
2. A traveler may request approval from their supervising dean/or vice president to be reimbursed for lodging not exceeding the single occupancy room charge (including tax) in lieu of the per diem rate.
3. Actual expenses for meals are limited to a maximum of \$30.00 for a 24-hour period.

The traveler must submit receipts for the actual meal and lodging expenses incurred.

4. Under circumstances where the loss of receipts would create a hardship, an affidavit from the traveler attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the Travel Reimbursement Form and include the President's signature.
5. Annually, the college shall publish a list of municipalities, which are considered high cost areas by New Mexico Department of Finance and Administration.

Per diem to these localities shall be at a higher rate per twenty-four hour period.

6. The rate of per diem reimbursement authorized shall be reduced by the amount of food or lodging included in the registration or the conference fees.
7. Miscellaneous expenses without a receipt may be claimed at a rate not to exceed either \$6.00 per day or a maximum of \$30.00 per trip

PER DIEM (twenty-four hour period)

In State \$85.00

In State High Cost Area \$135.00

(Designated High Cost Area-Santa Fe)

MEAL, LODGING REIMBURSEMENT, OUT-OF-STATE
(OVERNIGHT LODGING REQUIRED)

1. Reimbursement shall be provided to the traveler for authorized travel at a per diem rate per twenty-four hour period and pro-rated for time periods in excess of twenty- four hours.
2. A traveler may request approval from their supervising dean/or vice president to be reimbursed for lodging not exceeding the single occupancy room charge (including tax) in lieu of the per diem rate.

Actual expenses for meals are limited to a maximum of \$45.00 for a 24-hour period.

The traveler must submit receipts for the actual meal and lodging expenses incurred.

3. Under circumstances where the loss of receipts would create a hardship, an affidavit from the traveler attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the Travel Reimbursement Form and include the President's signature.
4. Annually, the college shall publish a list of municipalities, which are considered high cost areas by New Mexico Department of Finance and Administration.

Per diem to these localities shall be at a higher rate per twenty-four hour period.

5. The rate of per diem reimbursement authorized shall be reduced by the amount of food or lodging included in the registration or the conference fees.
6. Miscellaneous expenses without a receipt may be claimed at a rate not to exceed either \$6.00 per day or a maximum of \$30.00 per trip.

PER DIEM (twenty four hour period)
Out of State \$115.00
Out of State High Cost Area \$215.00

Designated High Cost Areas:

New York City	Washington DC	Chicago	Los Angeles
Palm Springs	San Francisco	Atlanta	San Diego
Philadelphia	Atlantic City	Las Vegas	Boston
Dallas/Fort Worth	Alaska	Hawaii	

and any area outside the continental United States

MEAL REIMBURSEMENT (LESS THAN TWENTY-FOUR HOURS)

1. Reimbursement of per diem for travel in which over night is not required shall be calculated on a pro-rated basis.

Less than 6 hours none
6 hours but less than 12 hours----\$10.00
12 hours but less than 18 hours---\$20.00

18 hours but less than 24 hours-- \$30.00

2. Reimbursement of partial per diem for travel more than twenty-four hours and requiring overnight lodging shall be calculated according to the prorated per diem schedule.

Less than 6 hours----- \$10.00

6 hours but less than 12 hours---- \$20.00

12 hours but less than 24 hours--- \$30.00

OTHER TRAVEL RELATED EXPENSE REIMBURSEMENT

Receipts Required. In addition to travel and per diem, actual expenses incurred by the travelers for the following are reimbursable provided that receipts for expense are attached to the Travel Reimbursement Form.

1. Travel by common carrier. (airplane, train, etc.)
2. Parking fees
3. Taxi or other transportation fares at the destination of the traveler;
4. Car rental or aircraft charter when suitable public transportation is not available.
5. Registration fees for attendance at professional meetings, conferences, seminars, or educational programs. (If cost of meals or lodging is included in the registration fees, this amount will be deducted from the authorized per diem reimbursement calculation).

OUT OF STATE TRAVEL AUTHORIZATION

1. Travel within the contiguous forty-eight states shall require prior approval by the President. Locations with a 150-mile radius of New Mexico boundaries shall be considered instate.
2. Travel outside of the contiguous forty-eight states shall require prior approval by the Board of Regents.

TRAVEL ADVANCE

1. The Chief Finance Officer of the College may authorize an advance of funds for costs of lodging, meals, and registration fees upon receipt of a written request two weeks prior to scheduled travel.
2. Travel advance requests shall be limited to out of state or instate travel exceeding five calendar days.

In situations where significant savings may ensure the College, this time limitation may be waived by the President.

3. A maximum of 80% of estimated expenses may be granted as a travel advance.

Procedures:

1. Every travel reimbursement voucher shall include:

The origination, destination, and return point of travel; calculated mileage; the date and time of departure and arrival; and the purpose of travel.

Certification by traveler that the information is true and correct.

Approval for payment by the traveler's immediate supervisor and supervising dean/or vice-president.

Review of the voucher and assignment of invoice number by the business office designee.

Approval of payment by an officer or employee designated to approve payment for the college.

2. Original receipts shall be attached to the travel vouchers for all reimbursements claimed except for the following:

Mileage for travel by privately owned automobile or privately owned airplane as outlined in the travel and per diem policy.

Per diem according to rates established in travel and per diem policy.

3. Original receipts shall be submitted with all vouchers requesting reimbursement of actual cost and or/other expenses.

Lodging and meals

Airfares, train fares etc.

Taxi or other transportation fares at the destination of the traveler

Parking fees, car rental

Registration fees

In case receipts are lost, an affidavit from the traveler attesting to expenses may be substituted for original receipts. Approval by the President shall accompany affidavit.

TRAVEL REIMBURSEMENT REQUEST TIME FRAME

1. Requests for travel reimbursement shall be submitted no later than the last day of month following the month in which travel occurred. The President may grant exceptions to this time limit.
2. Requests for travel reimbursement occurring during the last month of the fiscal year shall be submitted no later than the 30th day of the fiscal year. (The fiscal year is determined according to the source of funds used to reimburse travel expenses.)
3. Travel reimbursement requests submitted after this specified time will be classified as a prior year expense. The charges will be applied to the subsequent fiscal year, and must be approved by the President.

TRAVEL ADVANCE REQUEST

1. The request for travel advance shall consist of a completed Purchase Requisition with expense estimate and approval of the advance by the immediate supervisor and dean/or vice-president.
2. Within 10 workdays after completion of travel, in which a travel advance is disbursed, a final Travel Reimbursement Request documenting all expenses must be submitted. Failure to comply will delay reimbursement and/or future advances.
If expenses incurred are less than the travel advance, the difference between the amount of expenses and the travel advance must be submitted with the final travel reimbursement request.

- Expenses incurred in excess of travel will be reimbursed to the traveler.
3. The College Business Office shall keep individual employee ledgers for travel advances. The ledger shall include that information required providing an adequate audit trail.

OUT OF STATE TRAVEL AUTHORIZATION

1. Requests for travel in the contiguous forty-eight states shall be submitted to the President no later than two weeks prior to date of departure.
2. Requests for travel outside the contiguous forty-eight states shall be submitted to the President with sufficient time for presentation to the Board of Regents for approval at their next scheduled meeting.
3. Approvals of the out of state travel requests are contingent on sufficient budget as determined by the Chief Finance Officer.
4. Out of state travel requests shall be submitted on forms designated by the Chief Finance Officer.

Cross Reference: