



NORTHERN NEW MEXICO COLLEGE

Travel Policy and Procedure Manual

Administered by:

NNMC Administration and Finance Office
and the NNMC Grants Office

Revised 5.29.18

Purpose: The purpose of this guide is to provide basic guidance related to the New Mexico Mileage and Per Diem Act and Regulations and how they affect travel by faculty and staff of Northern New Mexico College.

Table of Contents

NNMC Travel Policy & Procedures.....	3
Introduction	3
Institutional Travel Statement	3
Basic Definitions	3
Prior Approval	4
2.42.2.11 Mileage – Private Conveyance.....	4
2.42.2.11 F Reimbursement Limit for Mileage on Out of State Travel	4
2.42.2.8 B (1) Partial Day Per Diem Rates.....	5
2.42.2.8 B (2) Overnight Travel – Approved Rates	5
2.42.2.12 A Reimbursement for Other Expenses	5
2.42.2.9 C Return from Overnight Travel.....	6
2.42.2.9 B(1) Reimbursement of Actual Expenses - Overnight Travel - Lodging.....	6
2.42.2.9 B(2) Actual Expenses - Meals.....	6
2.42.2.8 C (a) Board of Regents.....	7
2.42.2.10 Travel Advances.....	7
References & Links	7

NNMC Travel Policy & Procedures

Introduction

At a Special Meeting of the NNMC Board of Regents on May 29, 2018 the Board passed a resolution for NNMC to follow the New Mexico Per Diem and Mileage Act (Section 10-8-1 to 10-8-8 NMSA 1978 (1995 Repl. Pamp.), as well as any appertaining regulations (2.42.2 NMAC) and future amendments to either the statute or regulations. These Statutes and Regulations supersede all prior NNMC Travel Policies.

Institutional Travel Statement

Travel on official Northern New Mexico College business by its faculty, staff, and students is an integral part of the College's mission. The college shall reimburse the reasonable and allowable costs of approved travel in compliance with the New Mexico Per Diem and Mileage Act, NMSA 1978 (the "Act"), and any applicable federal regulations.

Please note: Some Federal grants as a special condition specify that travel reimbursements be made according to Federal GSA rates or the nonfederal entity's travel rate, depending on which is the most restrictive.

Basic Definitions

The Act means the New Mexico Per Diem and Mileage Act (10-8-1 NMSA 1978 et seq.), or successor statutes.

Actual Travel Expenses means reimbursement for the actual amounts incurred for lodging and meals during travel, capped at the maximum rates allowed pursuant to the Act.

Designated post of duty means the address of a public officer's or employee's assignment as determined by the agency.

Home means for per diem purposes, the area within a 35-mile radius of the place of legal residence as defined in Section 1-1-7 NMSA 1978 (1995 Repl. Pamp.)

In-state travel is travel within the boundaries of the state of New Mexico.

Normal work day means 8 hours within a nine-hour period for all public officers and employees both salaried and nonsalaried, regardless of the officers' or employees' regular work schedule.

Out-of-state travel is travel beyond the exterior boundaries of the state of New Mexico.

Per Diem Rate means the maximum reimbursement rates allowed pursuant to the Act.

Travel means, for per diem purposes, being on official business away from home and at least 35 miles from the designated post of duty of the public officer or employee.

Governing Board means the board of regents of any institution designated in Article 12, Section 11 of the constitution of New Mexico or designated in Chapter 21, Article 14 NMSA 1978, or the board of any institution designated in Chapter 21, Articles 13, 16 and 17 NMSA 1978.

Prior Approval

Travel, including in-state, out-of-state, and international must have prior approval before *obligating* funds. Travel requests and travel reimbursements must include documentation to justify the necessity for the travel and the expenditures incurred. Examples of documentation includes, but is not limited to: agendas; emails with meeting requests including time, place, purpose of the meeting; workshop/conference flyer; and/or itinerary. Documentation must support the necessity for the travel and the expenditures incurred.

Written prior approval for only mileage may be as simple as a signed memo or an email from your supervisor. For all other in-state and out of state travel costs, please use the appropriate travel request form and secure approval through your chain of command.

Reimbursement for 'actual' travel related expenditures requires prior approval before encumbering funds from the 'agency head' or his/her designee (i.e. NNMC President). This includes in-state, out-of-state, and international travel.

2.42.2.11 Mileage – Private Conveyance

Public officers and employees of local public bodies may be reimbursed for mileage accrued in the use of a private conveyance in the discharge of official duties. Rates are set annually by the State at a rate of 80% of the internal revenue service standard mileage rate set January 1 of the previous year. The current rate is \$.43. The NNMC Comptroller will determine changes to this rate annually.

Proof of Mileage must accompany your travel reimbursement request. The preferred method of the State is the Rand McNally Mileage Calculator. If your destination does not appear on the Rand McNally site, you may provide a Google Maps screen shot showing mileage and provide beginning and ending odometer readings. As stated above, your mileage reimbursement request must also include proof of prior approval by your supervisor.

Exception: If official business is transacted while commuting from home to post of duty or from post of duty to home, mileage shall not be paid for the number of miles between post of duty and home.

2.42.2.11 F Reimbursement Limit for Mileage on Out of State Travel

Total mileage reimbursement for out-of-state travel by privately owned automobile shall not exceed the total coach class commercial airfare that would have been reimbursed those traveling had they traveled by common air carrier. If the request for reimbursement for mileage exceeds the cost of coach class airfare, the difference may become the responsibility of the traveler.

The request to drive out of state instead of fly must be included on the out of state travel request along with a cost analyst supporting the travel's request. Approval must be secured prior to travel following the normal chain of command process.

2.42.2.8 B (1) Partial Day Per Diem Rates

Public officers or employees who occasionally and irregularly travel shall be reimbursed for travel which does not require overnight lodging, but extends beyond a normal work day as follows:

- ❖ less than 2 hours of travel beyond normal work day, none
- ❖ for 2 hours, but less than 6 hours beyond the normal work day, \$12.00
- ❖ for 6 six hours, but less than 12 hours beyond the normal work day, \$20.00
- ❖ for 12 hours or more beyond the normal work day, \$30.00

Exception: 2.42.2.8 (e) states that “Occasionally and irregularly” is defined as travel that does not occur on a regular basis and infrequently as determined by the agency. For example, an employee is not entitled to per diem rates under this subparagraph if the employee either travels once a week or travels every fourth Thursday of the month. However, the employee is entitled to per diem rates under this subparagraph if the employee either travels once a month with irregular destinations and at irregular times or travels four times in one month and then does not travel again in the next two months, so long as this is not a regular pattern.

2.42.2.8 B (2) Overnight Travel – Approved Rates

Travel* for public officers and employees where overnight lodging is required shall be reimbursed as follows:

- ❖ In-state areas \$85.00
- ❖ In-state special areas \$135.00
- ❖ Out-of-state areas \$115.00
- ❖ Or actual lodging and meal expenses under 2.42.2.9 NMAC.

Please note: approved rates are inclusive of lodging and per diem.

Travel is defined, for per diem purposes, as being on official business away from home and **at least 35 miles from the designated post of duty of the public officer or employee.*

2.42.2.12 A Reimbursement for Other Expenses

Public officers and employees may be reimbursed without receipts for the following expenses in an amount of \$6.00 per day not to exceed a total of \$30.00 per trip if traveling approved rates:

- ❖ Taxi or other transportation fares at the destination of the traveler
- ❖ Gratuities as allowed by the agency head or designee; and
- ❖ Parking fees

If your trip will include more than \$6.00 per day or \$30.00 per trip in Other Expenses, it is recommended that you request to go ‘actuals’ on your travel request form and keep all receipts for reimbursement.

For ‘actual’ reimbursement requests, gratuities are limited to \$6.00 per day not to exceed \$30.00 per trip.

2.42.2.9 C Return from Overnight Travel

On the last day of travel when overnight lodging is no longer required, partial day reimbursement shall be made. To calculate the number of hours in the partial day, begin with the time the traveler initially departed on the first day travel and calculate to the time of return (both must be noted on the travel reimbursement request). Divide the total number of hours traveled by 24. The hours remaining constitute the partial day, which shall be reimbursed as follows:

- ❖ For less than 2 hours, none
- ❖ For 2 hours but less than 6 hours, \$12.00
- ❖ For 6 hours or more, but less than 12 hours, \$20.00
- ❖ For 12 hours or more, \$30.00

Important: No reimbursement for actual expenses will be granted in lieu of partial day per diem rates.

2.42.2.9 B(1) Reimbursement of Actual Expenses - Overnight Travel - Lodging

A public officer or 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 Section. Whenever possible, public officers and employees should stay in hotels, which offer government rates. Agencies, public officers or employees who incur lodging expenses in excess of \$215.00 per night must obtain the signature of the agency head or chairperson of the governing board on the travel voucher prior to requesting reimbursement and on the encumbering document at the time of encumbering the expenditure.

Remember: Some Federal grants require as a special condition that lodging be at approved GSA rates.

2.42.2.9 B(2) Actual Expenses - Meals

Actual expenses for meals are limited by Section 10-8-4(K)(2) NMSA 1978 (1995 Repl. Pamp.) to a maximum of \$30.00 for in-state travel and \$45.00 for out-of-state travel for a 24-hour period.

Per 2.42.2.9 B(3), receipts are required for 'actual meal and lodging expenses incurred. Under circumstances where the loss of receipts would create a hardship, an affidavit from the officer or employee attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the travel voucher and include the signature of the agency head or governing board.

Additional Guidance on Affidavit for Lost Receipts, DFA Memorandum 7.7.16: Under statute, it is recognized that there may be circumstances where an occasional receipt might be lost and for such cases the Rule (sic. Regulations) provides an affidavit procedure to seek reimbursement for that particular receipt. The Rule does not, however, contemplate the submission of an affidavit of lost receipt for all invoices during a trip, particularly on an habitual and continuing basis. Use of the affidavit will be modified to require the claimant to specify the date, time, nature, supplier and items procured; similar detail to that which would have been included on a vendor supply receipt.

Approval of Affidavit for Lost Receipts is at the discretion of the NNMC Vice President for Administration and Finance.

2.42.2.8 C (a) Board of Regents

NNMC Board of Regent members, as members of the governing board for the college, may choose to be reimbursed for either (1) each board or committee meeting attended; or for (2) each day spent in discharge of official duties for travel within the state but away from his home, in one of the following manners:

- ❖ Receive up to \$95.00 'approved rated' per diem expenses; or
- ❖ Actual Per diem rates in accordance with the provisions of the NM Mileage and Per Diem Act and Regulations as reflected in this manual.

2.42.2.10 Travel Advances

NNMC faculty and staff may request an advance up to 80% of per diem rates and mileage costs, or for the actual cost of lodging and meals. Advances must have approval by the employee's chain of command, and are at the discretion of the Vice President of Administration and Finance.

Requests for advances must be made via a Purchase Requisition form and must include a copy of the approved travel request. Advances may not be processed more than 2 weeks prior to the travel dates, unless by processing the request earlier, significant savings can be realized for travel by common carrier or for registration fees.

Travel reimbursement requests for advances must be remitted within 5 working days of return, along with a refund of any excess advance payment.

References & Links

2006 New Mexico Statutes - Article 8 — Per Diem and Mileage, 10-8-1 through 10-8-8:

https://law.justia.com/codes/new-mexico/2006/nmrc/jd_ch10art8-6667.html

New Mexico Regulations Governing the Per Diem and Mileage Act:

<http://164.64.110.239/nmac/parts/title02/02.042.0002.htm>

Uniform Guidance 2 CFR 200.474 - Travel Costs: <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-474.pdf>