

TRAVEL APPROVAL/REIMBURSEMENT PROCEDURES



A. Definitions

Travel – to be on official business on behalf of Gallup-McKinley County Schools away from home and at least 35 miles from the designated post of duty of the public office or employee to a destination outside the district area

Traveler – A school board member, an employee of the district, private school staff traveling under district managed funds, or a parent representative/committee member

Out-of-State – “Out of state” means beyond the exterior boundaries of the state of New Mexico

Per Diem – a daily fee; a charge based on a fixed daily rate as established by New Mexico Department of Finance and Administration (DFA).

B. Non-Overnight Travel General Rules

- 1) Non-Overnight travel, whether in-state or out-of-state, does not require prior approval from the Board of Education. Prior approval from the employee, immediate supervisor, and the program/budget is required.
- 2) If any expense is to be obligated by the district prior to the trip, the approved Travel Request form and quotes should be attached to the electronic requisition submitted to the Procurement Department at least two weeks before the trip.
- 3) If a district vehicle is to be checked out from Supportive Operations, the written approval of the budget/program manager is required in accordance with Supportive Operations district vehicle use policy.
- 4) No actual or per diem expenses for meals will be reimbursed for non-overnight travel.

C. Overnight Travel General Rules

- 1) Before the trip, the traveler must complete a Travel Request form. The Travel Request form must be approved by the employee, their immediate supervisor, and the budget/program manager.
 - a. If the trip is out-of-state, prior written approval from the Board of Education and a signature of the Superintendent must be obtained. Upon return from out-of-state travel, the traveler shall provide a written report to the Board of Education detailing the benefit the District is expected to gain from the travel. The traveler must provide a copy of the written report presented to the board and a copy of the approved board meeting minutes on which the report was approved in order to be reimbursed. The Board of Education reserves the right to request a formal presentation regarding the travel at a meeting to be arranged through the Superintendent’s Office. If board approval is necessary, begin this process at least four weeks before the trip.

TRAVEL APPROVAL/REIMBURSEMENT PROCEDURES



- 2) If the traveler is the superintendent or a board member, out-of-state travel must have written approval by the Board of Education before the trip. Begin this process at least four weeks before the trip.
- 3) The purpose of the trip must be documented on the Travel Request form. Attach to this form, copies of the announcement or schedule/agenda about the meeting or training. Also, attach information regarding whether meals and/or lodging will be provided.
- 4) After the trip, the traveler must turn in receipts so the program manager can complete a Travel Expense Reimbursement Request Form. This form must be signed by the Assistant Superintendent of Curriculum, Instruction, and Assessment (CIA). The Travel Expense Reimbursement Request Form must have an attached copy of the previously approved Travel Request form.
 - a. **Itemized receipts must be attached in order to be reimbursed.** If any of these documents are missing, the Travel Expense Reimbursement Request Form will be considered incomplete and will be returned to the traveler unpaid. The completed form should be forwarded to Business Services for payment within **30** calendar days of the last day of the trip. *In the month of June, the Travel Expense Reimbursement Request form must be submitted to Business Services 5 business days prior to the end of the month.*
- 5) These travel reimbursement procedures apply to all travel expenses paid by Gallup-McKinley County Schools, regardless of the fund charged.
- 6) If the trip must be cancelled after the district has already obligated nonrefundable charges such as airfare or registration fees, the Travel Reimbursement Request Form must be completed with \$0.00 due to be reimbursed. This form must be approved by the employee, their immediate supervisor, and the program/budget manager and copies must be distributed according to the instructions at the bottom of the form.
- 7) It is the responsibility of the traveler to follow the Travel Policy and Travel Reimbursement Procedures. If the traveler demonstrates the inability to adhere to these policies and procedures, opportunities involving travel may cease for that person. False statements on a Travel Request Form or Travel Reimbursement Request Form shall be cause for dismissal from office or employment in addition to any other penalties prescribed by law.
 - a. Actual reimbursement for lodging: A traveler may elect to be reimbursed actual expenses for lodging not exceeding the single occupancy room charge (including tax). Travelers who incur lodging expenses in excess of \$155.00 per night must obtain the signature of the Superintendent on the lodging quotation documentation before the travel occurs. Santa Fe, NM, only, is already approved for \$202.00/night and does not require superintendent approval. Whenever possible, public officers and employees should stay in hotels which offer government rates.
 - b. Actual reimbursement for meals: Actual expenses for meals are limited to a maximum of \$59.00 for a 24-hour period. **(If employee's trip is under 24 hours, in total, there is no meal reimbursement).**
 - i. Itemized Receipts required: The public officer or employee must submit receipts for the actual meal and lodging expenses incurred.
 - 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 travel. Divide the total number of hours traveled by 24. The hours remaining constitute the partial day which shall be reimbursed as follows:

1. for less than 2 hours, none;
 2. for 2 hours but less than 6 hours, \$23.60; (40% of \$59)
 3. for 6 hours or more, but less than 12 hours, \$39.53 (67% of \$59)
 4. for 12 hours or more, \$59.00 (100% of \$59)
 5. No reimbursement for actual expenses will be granted in lieu of partial day per diem rates.
- 8) If meals and lodging are furnished, there will be no reimbursement. If lodging only is furnished, actual meal reimbursement will not exceed \$59 per day (see C.7.b.i above). The information about the training, meeting, agenda, and any benefits included must be attached to the Travel Request Form.

D. Mileage

- 1) In-state and out-of-state travel by privately owned vehicle should only be approved when a district vehicle is not available and if mileage reimbursement is to be requested.
- 2) Approved personal vehicle mileage reimbursement will be at 80% of the internal revenue service standard mileage rate set January 1 of the previous year for each mile traveled in a privately owned vehicle. The district's mileage map to in-state cities is attached. For in-state travel where the designated post of duty or destination is not listed on the district's mileage map or for out-of-state travel, the mileage between the designated post of duty and the destination determined by internet mapping services will be reimbursed.
- 3) Total mileage reimbursement for out-of-state travel by privately owned vehicle will not exceed the total coach class commercial airfare that would have been reimbursed if common carrier had been the travel method of choice. Traveler must provide quotation for coach class commercial airfare to the Travel Request Form in order to be approved for out-of-state mileage.

E. Incidental Expenses

- 1) Itemized Receipts Required: Travelers may be reimbursed for the following expenses provided that receipts for all such expenses are attached to the Travel Reimbursement Form
 - a. taxi fare (UBER and LYFT-receipt will come from email with amount owed, mileage, and maps)
 - b. parking fees
 - c. actual costs for travel by common carrier, provided such travel is accomplished in the most economical manner practical (Documentation Required);
 - d. rental cars, provided less expensive public transportation is not available or appropriate;
 - e. registration fees for educational programs or conferences
 - f. professional fees or dues that are beneficial to the agency's operations or mission

Travel Policy Appendix A

- V.27.0 IN-STATE/OUT-OF-STATE TRAVEL
- V.27.1 Regulations: In accordance with Section 10-8-1 to 10-8- NMSA 1978 (1995 Repl. Pamp.), 2.42.2 NMAC, DFA rules are promulgated to govern the payment of per diem rates and mileage and the reimbursement of expenses for all salaried and non-salaried public officers and employees or parent representatives/ committee members of local public bodies. In alignment with the district's quality improvement plan, the Board of Education adopts these rules and rates as policy for travel with the following provisions.
- V.27.2 Overnight in-state travel is subject to the prior approval of the Director of Professional Development if travel expense reimbursement will be requested. In-state trips approved by the Director of Professional Development shall be reported for informational purposes to the superintendent. In-state travel by each Board Member is subject to the prior approval of the Board of Education.
- V.27.3 Overnight out-of-State travel by a salaried or non-salaried or non-salaried public officer or employee or a parent representative/committee member is subject to the prior approval of the Board of Education when travel is beyond the external boundaries of the State of New Mexico. In emergency situations, prior approval may be granted by the superintendent.
- V.27.4 Actual expense and mileage will be paid as reimbursements at rates not to exceed those of the DFA rule. The District will not provide advances for anticipated actual or mileage costs to any traveler.
- V.27.5 Reimbursement of actual expenses or partial day per diem rates beyond the regular workday hours will not be granted when there is no overnight travel.
- V.27.6 Salaried or non-salaried public officers or employees or parent representatives/ committee members recognize and acknowledge that public funds provide the source for reimbursement if in-state/out-of-state travel. The Board of Education and citizens of the State of New Mexico have expectations of personal and professional integrity in the conduct of business and discharge of responsibilities.
- V.27.7 False statements on an official voucher shall be cause for disciplinary action up to and including dismissal from office or employment in addition to any other penalties prescribed by law.
- V.27.8 Travel Justification Requirement. Out of State travel by salaried or non-salaried public officers or employees or parent/committee members requires a written report regarding the event that has been presented to the Board of Education be attached to the Travel Expense Reimbursement Request.