

TRAVEL, PER DIEM AND MILEAGE PAYMENTS

District-related travel is defined as attendance at professional conferences, district-authorized meetings, etc., that require the employee to be absent from his/her normal place of work while on official business or work related duties. Not all professional development qualifies for travel, per diem and mileage payments. The Superintendent or designee shall be responsible for determining the necessity for reimbursable travel by employees. No district-related travel shall be reimbursed unless prior authorization is given by the Superintendent or designee and approved by the board at a regularly-scheduled meeting.

A. Guidelines to be used when making decisions about granting time and travel expense to conferences shall include:

1. The value of the meeting or conference;
2. The availability of funds; and
3. Substitute availability, when necessary.

Approved travel shall be reimbursed by mileage and per diem amounts allowed under New Mexico statute or regulation, except when lesser payments are agreed to by the employee(s) and the approving administrator. Reimbursement for travel on public conveyance shall be at the most economical rate.

B. Audit standards require:

1. Traveler to identify the purpose of travel.
2. An explanation of how the expenses are business-related and necessary.
3. All employee/board participants are identified when meal/meeting costs are paid for by the district.
4. All employee/board participants are identified when costs for multiple employees are reimbursed to a single employee.
5. Original receipts to be submitted for all travel expenses. (If a receipt is not available, a notation should be included with an explanation signed by the employee and appropriate approver.)
6. When requesting travel, exact days of conference along with time needed for travel must be specified in writing for Superintendent and Board Approval.