

GADSDEN INDEPENDENT SCHOOL DISTRICT TRAVEL AND PER DIEM PROCEDURES

A. INTRODUCTION

These procedures have been implemented by the Gadsden Independent School District (District) in order to comply with the New Mexico Per Diem and Mileage Act, the New Mexico Public Education Department Manual of Procedures – PSAB Supplement 20-Training and Travel, and District Board Policy.

The District is defined as a “local public body” and is subject to the requirements of the Per Diem and Mileage Act Sections 10-8-1 through 10-8-8, NMSA 1978 and the Department of Finance Administration (DFA) regulations set forth in 2.42.2 NMAC, as amended.

These procedures apply to District employees and District Board Members traveling on official District business. It is applicable to all travel paid from any funding source available to the District for which travel expenses are allowable. If federal or state grants have a more restrictive requirement for travel, then the additional restrictions would apply.

B. TRAVEL REQUESTS AND REIMBURSEMENT

1. Approval Requirements:

All travel must support the District’s Educational Plan for Student Success (EPSS).

Travel requests must be approved at least twenty (20) work days in advance of the meeting or conference dates. (See Board Policy G-3000, GCCE and G-7300, GDCE)

Trips involving no expense to the District must be approved at the building/department level supervisor and the District Superintendent or his/her designee.

Trips involving per diem require approval by the building/department level supervisor, control agent and the District Superintendent or his/her designee.

Trips involving a request for reimbursement of actual expenses must be approved by the building/department level supervisor, control agent and the District Superintendent or his/her designee. Reimbursement for actual expenses requires a justification memo in addition to the District Travel/Training Request Form.

If an employee or elected official is traveling with a Non-District employee/official, the employee/official will pay all travel costs associated with that person(s). The District will not pre-pay any Non-District employee/official expenses. No Non-District employee/official may travel in a District vehicle.

If a student travel activity requires the parent to travel as well, then the requesting department will be required to submit a written request to the District Superintendent. Approval will be at the discretion of the District Superintendent.

2. Per Diem Rates:

In-state per diem will be paid at the rate of \$85.00/day for regular areas and \$135.00/day for Santa Fe, NM (meeting or conference must be within the city limits of Santa Fe, NM). Per Diem rates shall be paid without regard to whether expenses are actually incurred. Where lodging and/or meals are provided or paid for by the District or another entity, the employee is entitled to reimbursement only for actual expenses, not to exceed the allowable per diem rate.

Out-of-state per diem will be paid at the rate of \$115.00/day for all areas.

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. Divide the number of hours traveled by 24. The hours remaining constitute the partial day which shall be reimbursed as follows, regardless of the per diem rate. It also applies when actual expenses are being paid in lieu of per diem rates:

- a) for less than 2 hours, none;
- b) for 2 hours but less than 6 hours, \$12.00;
- c) for 6 hours or more, but less than 12 hours, \$20;
- d) for 12 hours or more, \$30;
- e) no reimbursement for actual expenses will be granted in lieu of partial day per diem rates.

For per diem purposes, "home" is defined as the area within a 35-mile radius of the place of legal residence. Travel time to and from the airport shall be included in calculating per Diem.

No per diem or actual reimbursement will be made for travel not requiring overnight lodging.

3. Travel Time:

An employee may depart for a trip during working hours, and those hours may be included when calculating per diem, with the approval of the site supervisor. Travel the day before a conference is not authorized, if the meeting or conference begins late in the day and the destination can reasonably be reached by traveling on the day of the meeting or conference.

4. Actual Expenses Requirements:

a) Actual Meals and Lodging:

The Superintendent may grant approval for an employee to be reimbursed for actual meals and lodging expenses in lieu of established per Diem rates.

Approved reimbursement for actual meals and lodging expenses is limited to actual expenses. Actual expenses for meals are not to exceed \$30.00/day for in-state travel and \$45.00/day for out-of-state travel. Actual expenses for lodging cannot exceed the single occupancy room charge (including tax).

b) Transportation:

Transportation expenses such as air-fare, shuttle service (at the destination location only), car rental, etc. will be paid/reimbursed at actual with the Superintendent approval. Shuttle service and/or mileage to/from the airport at the departure point will not be reimbursed. The District procurement card may be used for air-fare and car rental only.

c) Receipts Requirement:

Itemized receipts are required for meal and lodging transactions, if claiming actual expenses. Hotel receipts will require a statement that the rate charged is the single occupancy rate.

Receipts are not required for the following expenses, not to exceed \$6.00 per day or a total of \$30.00 per trip: taxi or other transportation fares at the destination of the traveler; gratuities; and parking fees.

Under circumstances where the loss of receipts would deny reimbursement and create a hardship, a statement from the employee attesting to the expenses may be substituted for actual receipts. The statement must include as much detail as can be recalled, as well as the employee's signature and that of the employee's supervisor and the control agent. If an employee fails to provide original receipts for more than two trips, the use of a statement in lieu of receipts may be denied.

d) Departure at a Meal Time:

If an employee leaves the departure point at or around a meal time (at 8:00 a.m. or noon, for example) reimbursement will not be authorized for that meal (since the employee would have been able to eat at the departure point).

5. Travel to El Paso, TX or Las Cruces, NM:

No per diem shall be paid for travel to El Paso, Texas or Las Cruces, New Mexico. Travel between El Paso, Texas and Las Cruces, New Mexico is considered in-district. No per diem or meal allowance shall be paid for in-district travel.

6. Use of District Procurement Card for District Employee Travel:

A District procurement card is not to be used for District Employee Travel or personal use, including paying for the expenses of a non-employee, or other personal purchases/expenses. Any abuse of the procurement card regulations may result in revocation of travel privileges. Travel expenses are paid by the employee and then reimbursed in accordance with this procedure unless otherwise indicated.

7. Use of Personal Vehicle – Out-of-District Travel:

A District vehicle is to be use for all Out-of-District travel except when traveling by air.

If a District vehicle is not available or if approved by the District Superintendent, District employees may use a personal vehicle but will only be reimbursed for actual gas expenses incurred during the travel time.

Actual gas expense receipts must be submitted. The gas expenses to be reimbursed will be for gas used during the trip. The employee using a personal vehicle must leave the departure point with a full tank of gas. The District does not pay for the employee to fill up their vehicle prior to or at the departure time. Receipts must be dated within the approved travel dates. Upon return from the approved travel, the employee should fill up their vehicle on the same day and include that receipt for reimbursement with any other gas purchases made during the trip. (This process allows the employee to be reimbursed for gas expenses incurred during the approved trip.)

8. In-District Mileage Reimbursement:

In-District mileage reimbursement for vehicle use shall be made at .32/mile. Transportation shall be provided by school vehicles, if available. An employee may use a personal vehicle if a school vehicle is not available or if approved by the District Superintendent.

Mileage accrued shall be reimbursed at the rate set forth as follows:

- a. pursuant to the District mileage chart for distances between District work sites.
- b. pursuant to the mileage chart of the official state map published by the State Highway and Transportation Department distances in New Mexico and the most recent edition of the Rand-McNally road atlas for distances outside of New Mexico; or
- c. pursuant to actual mileage if the beginning and ending odometer reading is certified as true and correct by the traveler and
 1. the destination is not included on the official state map or on the Rand McNally road atlas or
 2. at the destination of the employee, he/she is required to use the private conveyance in performance of official duties.

9. Travel Advances:

Under **no** circumstances will GISD issue cash advances for travel purposes. Employees will be reimbursed on the next available Accounts Payable check run date after the receipt of completed documentation by Accounts Payable.

10. Employee Lodging or Meals on Student Trip:

Purchase orders for lodging or meals will not be issued for employee travel unless the employee is traveling with students in conjunction with an approved student activity function.

For employees on student trips, actual meals and lodging will be paid. Employees traveling on student trips will not receive per diem as their meals and lodging are provided for by the District.

C. DISTRICT TRAVEL FORM

All Out-of-District travel must be approved using the District's "Travel/Training Request Form. (See Exhibit A. The official form can be found on the District's website.)

The form must be completed and all applicable attachments included when submitted for approval. **Any purchase orders for registration fees, air-fare or car rental, as applicable, cannot be processed until the form is completed and all required approvals obtained.**

The form is required to document justification of the travel, funding source paying for the travel, and estimating the cost of the travel. The estimated travel cost is used to determine the amount of expense to be encumbered.

The estimated travel cost does not imply the employee/official will receive this amount of reimbursement. The amount of reimbursement will be based on actual times traveled and/or actual expenses incurred as allowed under this procedure.

Reimbursement is not to exceed the estimated amount unless prior approval is obtained for any changes from the original estimated travel costs. (For example, an employee is notified that they must attend an additional meeting immediately before or after the original planned travel activity or the employee has to return before the travel activity is scheduled to end.)

1. Completion of the Travel/Training Request Form:

The **Justification for Training** section of the form must be filled in completely. An agenda, flyer, announcement or other appropriate documentation must be attached as indicated on the form. This section is used to determine the requestor and the meeting/conference to be attended. (Actual proof of attendance i.e. agenda or other documentation will be required when submitting the request for payment under this procedure.)

The **Justification for Travel** section of the form must be filled in completely. The source of funding must indicate the complete account number based on the District's current chart of accounts. This section is used to identify how the travel will support the District's EPSS and the funding source to be used and what type of expense will be incurred, if approved.

All required signatures must be obtained as indicated on the form and as specified in this procedure.

If travel expense is required, the **Travel Expense Estimate** section must be completed to identify the method of transportation being requested and other expenses associated with the travel request except for meals and lodging. A separate form requesting a school vehicle is also required. (This form is provided through the District's Support Services Department - District Transportation Office.)

Other Travel Expense would include any applicable registration fees, airport parking fees, destination transportation expense (i.e. shuttle or taxi). List all applicable items separately in the area specified for Other Travel Expense.

If travel expense is required, the **Per Diem or Actual Estimate/Approval** section must be completed. The per diem cost estimate is based on the destination (location of the meeting or conference) as specified in this procedure.

If actual expenses are being requested, an estimate of meals and lodging expense is to be indicated as calculated in this procedure. A separate line is included for estimated rental car expense, if applicable.

If actual expenses are being requested, a justification memo must be attached and the Superintendent or Designee signature must be obtained.

Signatures/Approvals are for authorizing the travel expense to be encumbered and all related purchase orders to be processed. Separate documents are required for the processing of the reimbursement to the employee/official.

2. Purchase Order Requirement:

After all approvals are obtained, then the building/department will enter a requisition in Visions for each employee receiving per diem and/or reimbursement for the items identified in this procedure.

Air fare or car rental will be obtained through the use of the District Procurement Card.

D. REIMBURSEMENT PROCEDURE

At the conclusion of the approved trip, the employee will submit all applicable receipts as required by this procedure.

In addition, a copy of the Purchase Order should be included with any receipts attached. The copy of the purchase order is to indicate the actual beginning and ending travel times, if different than the original estimate.

This copy of the purchase order and all receipts should be signed by the employee that is being reimbursed. The control agent is to sign their approval on the copy of the Purchase Order with any receipts attached.

In addition, an **agenda or other proof of attendance** (if no agenda document available) is to be attached.

The original travel form is not to be used to obtain reimbursement as it is only for approvals and encumbrance purposes.

E. EXHIBIT B – TRAVEL GUIDELINES

Exhibit B is provided as a summary recap of the basic information applicable to District travel expenses. The guideline is to be used as a quick reference and is not to be used as a substitute for the complete procedures as outlined in the District Travel and Per Diem Procedures.

F. TRAVEL/TRAINING REQUEST FORM

The Travel/Training Request Form can be found on the District website and is to be used when requesting approval for District Travel. An example of this form is attached to these procedures as Exhibit A. No other forms are to be used.



Travel/Training Request Form

Justification for Training

Date Submitted: _____ Site/ Department: _____

Name of Requestor: _____ Position: _____

Requestor's Address: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

⌘ ⌘ An agenda for the conference/training/workshop/meeting MUST be attached to this form ⌘ ⌘

Title of Conference/Workshop/Meeting: _____

Name of Presenter(s) or Organization: _____

Location of Conference/Workshop/Meeting: _____

Conference Date(s): From: _____ To: _____

Other GISD employee(s) attending: _____

Justification for Travel

Is this opportunity being provided anywhere in New Mexico in the future? Yes No

Is the information provided during this conference/training New Supports Current Activities?

Content Area/Program training will support: _____

Source of Funding for this trip (Account #): _____

How does this professional development increase your ability to support student/teacher learning and the district/school EPSS?

No Travel Expense To GISD (If travel expense, complete Travel Expense Estimate/Per Diem or Actual Estimate/Approval section, page two of this form.)

Date/Time of Departure: _____

Date/Time of Return: _____

Substitute Required:

No Yes Dates: _____

Substitute Account #: _____

Requestor's Signature

Date

Supervisor's Signature

Date

Superintendent or Designee's Approval

Date

✘✘ FORM MUST BE TURNED IN 20 WORK DAYS PRIOR TO ACTUAL DATE OF DEPARTURE ✘✘



Travel Expense Estimate

Name of Requestor: _____ Date: _____ Site: _____

Method of Travel and/or Transportation

Date/Time of Departure: _____

Date/Time of Return: _____

GISD Vehicle Personal Vehicle (Only if there is no GISD vehicle available)

Estimated gas receipts expense \$ _____

Airfare Depart: _____ Destination: _____ \$ _____

Other Travel Expense (specify): _____
_____ \$ _____

Per Diem or Actual Estimate/Approval

Per Diem (Meals & Lodging)

Cost Estimate: _____ Days X \$ _____ Per Day = \$ _____

_____ Hrs. (Partial Day) = \$ _____

Total per Diem = \$ _____

Actual Expenses (with approval of Superintendent or designee only) \$ _____

Rental Car (with approval of Superintendent or designee only) _____ Day(s) X \$ _____ Per Day = \$ _____

Justification for Actual Expenses in Lieu of Per Diem: **ATTACH JUSTIFICATION MEMO**

Actual Expenses or Rental Car Approval of Superintendent or Designee: _____ Date: _____

Signatures / Approvals -- FOR AUTHORIZATION OF TRAVEL EXPENSE ENCUMBRANCE ONLY:

(Signatures indicate approval to encumber funds, actual reimbursement requires separate approval and forms)

Payee: _____ Date: _____

Supervisor: _____ Date: _____

Control Agent: _____ Date: _____

Travel Clerk: _____ Date: _____

✘✘ FORM MUST BE TURNED IN 20 WORK DAYS PRIOR TO ACTUAL DATE OF DEPARTURE ✘✘

EXHIBIT B

GADSDEN INDEPENDENT SCHOOL DISTRICT

Travel Guidelines (Refer to the GISD Travel and Per Diem Procedures)

PER DIEM

- * Travel where overnight lodging is required shall be reimbursed as follows, regardless of the number of hours traveled:

In-State	\$	85.00
In-State Special (City Limits of Santa Fe, NM)	\$	135.00
Out-of-State	\$	115.00

- * On the last day of travel when overnight lodging is no longer required reimbursement shall be made as follows:

< 2 Hours beyond normal work day	\$	-
2 > 6 Hours beyond normal work day	\$	12.00
6 > 12 Hours beyond normal work day	\$	20.00
12 > 24 Hours beyond normal work day	\$	30.00

- * Per Diem rates shall be paid without regard to whether expenses were actually incurred
- * No Per Diem shall be paid for travel to El Paso, TX or Las Cruces, NM

ACTUAL EXPENSES

- * Travel reimbursement for actual expenses in lieu of established Per Diem rates requires the approval of the Superintendent.

- * Reimbursement for actual meal expenses shall not exceed the following per day:

In-State	\$	30.00
Out-of-State	\$	45.00

- * Itemized receipts for all travel expenses, excluding taxi or other transportation fares at the destination of the traveler, gratuities and parking fees, are required.
- * Receipts for meal expenses incurred at the departure point will not be reimbursed since the employee would have been able to eat prior to departure (in-district).
- * No meal allowance shall be paid for in-district travel

MILEAGE

Out-of-District:

- * Transportation is to be provided by school vehicle.
- * An employee may use a personal vehicle, if a District vehicle is not available or if approved by the District Superintendent, but no mileage reimbursement shall be made. The employee may be reimbursed for actual gasoline purchases for the trip as explained in the GISD Travel and Per Diem Procedures.

In-District

- * Approved In-District mileage reimbursement shall be made at .32/mile.

Note: Actual rates and procedures are reflected in the Gadsden ISD Travel Procedures. Chart provided as reference only and does not supercede the approved procedures.