

 <p>CD-024700</p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always." Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	ISSUE DATE: 02/27/84	REVIEW/REVISED: 10/28/14
	EFFECTIVE DATE: 02/29/84	
TITLE: Per Diem and Mileage		

AUTHORITY:

NMSA 1978, Sections 10-8-1 to -8, as amended

REFERENCES:

- A. Department of Finance and Administration (DFA) Rule 2.42.2 NMAC, Mileage and Per Diem Act; and Manual of Model Accounting Practices (MAP).
- B. General Services Department (GSD) Policy No. 350-05.021, "Out-of-State Travel Request".
- C. ACA Standard 4-4066, *Standards for Adult Correctional Institutions*, 4th Edition.
- D. ACA Standard 4-APPFS-3A-20, 4-APPFS-3D-22, and 4-APPFS-3E-12, *Standards for Adult Probation and Parole Field Services*, 4th Edition.
- E. ACA Standards 1-CTA-1C-10, *Standards for Correctional Training Academies*, 1993.

PURPOSES:

- A. To establish guidelines for New Mexico Corrections Department employees, board/panel and commission members to follow when making claim for intra-state or out-of-state travel reimbursement.
- B. To establish guidelines for payment of travel reimbursement.

APPLICABILITY:

All New Mexico Corrections Department employees and to Corrections Department boards/panels and commissions.

FORMS:

Travel Request form (*CD-024701.1*)

ATTACHMENTS:

Instructions for the Travel Request form Attachment (*CD-024701.A*) (2 pages)

DEFINITIONS:

- A. DFA Determinations: Determination made by DFA per Section 6-5-6, NMSA 1978, as amended requires the New Mexico Department of Finance and Administration's Financial Control Division (FCD) to determine that all expenditures are for a purpose authorized by law. White Paper – Authority and Propriety of Expenditures.
- B. DFA Rate Scale: Current rates being reimbursed by DFA at the time travel occurs.
- C. Employee: Any person who is employed by the New Mexico Corrections Department and whose salary is paid either completely or in part from public funds.
- D. Governmental Entity: A state agency.
- E. Non-Salaried Public Officer: A public officer serving in a non-salaried office or as a member of a board, advisory boards/panels or commissions appointed by:
1. The executive, judicial or legislative branches of state government or
 2. The governing authority of a local public body.
- F. Out-of-State Travel: Travel beyond the exterior boundaries of the State of New Mexico. Out-of-state travel must be mission critical and requires the Secretary's written approval. The Secretary may delegate this authority by written directive. For purposes of a flight to El Paso, Texas to reach the destination of Las Cruces will be considered in-state travel.
- G. Program Activity Supervisor: For approval purposes, the Program Activity Supervisor shall be, in the case of a division, the Division Director; in the case of an institution, the Warden; in the case of Probation/Parole field offices, the Region Manager.
- H. Travel For Per Diem Purposes (but not mileage purposes): Travel of at least 35 miles away from home and at least 35 miles away from the designated post of duty of the public officer or employee; provided, however, that non-salaried public officials will be eligible for per diem for attending meetings in accordance with DFA Rule 2.42.2 NMAC.
- I. Travel Time: The amount of time away from home and principal place of employment. Travel time shall not include the amount of travel time out-of-state by private car or vehicle exceeding the travel time, which would have been required to travel by commercial airline to the out-of-state destination unless:
1. The out-of-state destination is a contiguous state with this state; or
 2. The car or vehicle is necessary for the official purpose of the traveler.

POLICY:

- A. The Corrections Department will pay expenses for employee travel outside of his/her principal town of employment or outside of New Mexico when such travel is authorized by the employee's supervisor, will provide benefits to the Department and when resources are available to apply toward such expenses. Benefits to the Department may include, but are not necessarily limited to: **[4-APPFS-3A-20]**
 - 1. The exchange of information with, or acquisition of information from, federal or other state officials, professional organizations, or other individuals or groups, with respect to laws, programs, professional standards, organizational structures, management systems, administrative practices, technology, or other areas which are, or could be, applicable to the Department, and whose application could result in increased or improved services or efficiency of operations;
 - 2. Training-related courses or seminars designed to improve or enhance employee skills in a specific area of knowledge or skills intended to improve the operation of the Department.
- B. The Corrections Department may direct the reimbursement method of an employee authorized to travel. The reimbursement methods available are (1) per diem: (2) actual reimbursement for meals and lodging based on receipts: or (3) direct payment of lodging (hotel or Training Academy) and actual reimbursement for meals.
- C. Further, the Corrections Department may reimburse employees using their private vehicles for in-town travel while performing duties on behalf of the Department. Reimbursement shall be in the form of payment for mileage rates in accordance with provisions outlined in the current DFA Rule for travel. Payment of mileage must be pre-approved by the division/bureau/unit/section supervisor prior to the use of personal vehicles for employment-related activities.
- D. The Corrections Department will pay per diem and mileage to non-salaried public officers in connection with attendance at board/panel and commission meetings.
- E. Employees shall be reimbursed for all approved expenses incurred in the performance of their duties. **[4-4066] [4-APPFS-3D-22] [4-APPFS-3E-12] [1-CTA-1C-10]**



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

10/28/14
Date

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	<p>ISSUE DATE: 02/27/84</p> <p>EFFECTIVE DATE: 02/29/84</p>	<p>REVIEW/REVISED: 10/28/14</p>
	<p>TITLE: Per Diem and Mileage</p>	

AUTHORITY:

Policy *CD-024700*

PROCEDURES: [4-4066] [4-APPFS-3A-20] [4-APPFS-3D-22] [4-APPFS-3E-12] [1-CTA-1C-10]

A. General Information/Per Diem:

1. Reimbursement rates for all travel expenses will follow regulations set forth in the current DFA Rule.
2. Unless partial-day travel is occasional and irregular, as described in 2.42.2 NMAC, no partial day per diem will be paid. Business Managers are responsible for determining whether prorated per diem can be paid under this section of the DFA Rule.
3. Based on a DFA determination on the amount of gratuity allowable, the FCD will not approve an amount it believes is excessive (over 20% of reimbursable meal expenses).

B. Mileage/Private Conveyance:

1. Reimbursement shall be in the form of payment of mileage rates in accordance with provisions outlined in the current DFA Rule for travel. Payment of mileage shall be pre-approved by the division/bureau/unit/section supervisor prior to the use of personal vehicles for employment-related activities. Odometer readings must accompany the request for reimbursement of mileage rates where map mileage cannot be used.
2. Upon approval of the Division Director or Warden, the Department may reimburse trainees for mileage to attend training at the Training Academy if an official state vehicle is not available. If the training lasts more than one day and the Training Academy provides lodging, the reimbursement will be limited to mileage for one round trip to and from the Training Academy. Carpooling is required with up to four trainees in one vehicle. Any deviations from this paragraph must be authorized prior to the session by the Training Academy and the Warden or Division Director.

C. In-State Pre-Travel Approval:

A **Travel Request** form (*CD-024701.1*) shall be completed within the automated travel log system and submitted for the approval of the appropriate division directors and business offices. This form shall be electronically submitted to each approval level. The approximate cost to the department should be indicated on the request form to determine budget availability.

D. Out-of-State Pre-Travel Approval:

1. A **Travel Request** form (*CD-024701.1*) shall be completed within the automated travel log system and submitted for the approval of the Division Director. This form shall be accompanied by an itinerary for the entire trip, copies of any printed materials containing information about the event to be attended (if appropriate), and a letter of justification showing benefits to be derived. All out-of-state trips must be mission critical and pre-approved even if there is no cost to the Department.
2. If the cost exceeds \$2,500, or more than one individual is expected to attend the same event, or a rental car is required, or there are other unusual circumstances involved, a justification letter must be provided from the Division Director to the Secretary and the unusual circumstances must be explained and/or justified.
3. All out-of-state travel requests shall be processed through the Department's Administrative Services Division (ASD) one month prior to the anticipated departure date for appropriate processing to DFA. Exemptions will be handled on an individual basis with the Secretary's or designee's approval.
4. Travel arrangements should be made through a contracted travel agency. A designated travel coordinator shall be assigned for the various facilities/divisions.
5. Rental cars are to be used only when there is no public transportation available or when circumstances prevent use of such transportation.
6. ASD shall review out-of-state travel requests for budget availability. If there is insufficient budget to cover the travel expense, ASD will return the request to the originator for further action. Approved requests shall be initialed by the ASD Director and forwarded to the Deputy Secretary of Administration and the Secretary for formal approval.
7. If the proposed travel cost is \$1,500 or more, an Exempt Purchase Document must be processed through DFA for encumbrance.

8. When the employee chooses to drive in lieu of flying, the employee shall be reimbursed mileage up to the cost of the most economical airfare from a quoted ticket price of at least fourteen (14) days prior to departure or upon approval from the Secretary if approved at a later date Per Diem shall be payable as if employee had flown. There shall be no additional per diem allowed for driving.
9. Travel to El Paso, Texas for the purpose of visiting the Southern New Mexico Correctional Facility or the Probation and Parole Field Office in Las Cruces shall be treated as in-state travel.

E. Aggregate Travel Costs in Excess of \$1,500

1. When an employee exceeds \$1,500 in travel expenditures in a calendar year, they shall not be entitled to further travel reimbursements until the Secretary approves an itemized statement on each separate instance of travel covered within the reimbursement, the place to which the employee is traveling and the executive purpose served by the travel. If the traveler is the Secretary, commissioner or board member, the itemized travel reimbursement shall be approved by the governor's office.

F. Advance Travel and Per Diem:

1. An employee may request advance per diem and mileage for up to 80% of the estimated travel expenses. The Secretary or an authorized designee must approve travel advances. If approved, the Business Manager shall prepare the appropriate paper work that meets the requirements of DFA Rules and ASD/FMB Processing Procedures.
2. To be eligible for advance travel expenses, the 80% shall exceed \$425 or should be for more than five days away time.
3. It is the responsibility of the Business Manager or Program Director to ensure accountability requirements of the DFA Rule are met.

G. Travel Reimbursement

1. The employee shall complete an **Itemized Schedule of Travel Expenses** (*CD-024701.2*) within the automated travel log system along with any other supporting documents such as receipts to support requests for reimbursement of actual costs. The supporting documents shall be submitted to the business office or staff in charge of processing the Itemized Schedule of Travel Expenses (ISTE) within three (3) days after returning from travel. The employee shall review the completed ISTE form for accuracy. If accurate, the employee shall sign the ISTE form, preferably in blue ink.

2. The *Exempt Purchase Document, Itemized Schedule of Travel Expenses*, and receipts, when applicable, constitute a complete per diem and mileage reimbursement payment packet. The Business Manager shall submit the payment packet to ASD/FMB. The ASD/FMB shall pre-audit the payment packet pursuant to the DFA Rule and ASD/FMB Processing Procedures. A payment voucher will be generated and submitted to DFA/FMB

The *Itemized Schedule of Travel Expenses* shall reflect any reductions set forth by the Deputy Secretaries or Secretary under "Out-of-State Pre-Travel Approval" CD-024701, Paragraph D. A short explanation shall be given on the schedule.

3. For travel where lodging costs have been paid for by someone other than the employee (including lodging at the Corrections Training Academy), the maximum amount of reimbursement must be in compliance with DFA rules. Receipts must be retained and attached as supporting documents for meals.
4. For travel costs where the employee is using actual expenses rather than approved per diem rates, receipts must be retained and attached as supporting documents for reimbursement.
 - a. Gratuities must be indicated on the receipt and may not exceed 20% of the reimbursable expense.
5. For travel where lodging costs have been paid directly to the hotel by the Department (direct billing), payment to the hotel cannot be made until all itemized schedule of travel expenses of each traveler has been submitted to ASD/FMB. In no event shall the traveler charge room service to the hotel when using the direct bill method. All expenses other than lodging are the responsibility of the traveler, including but not limited to, telephone charges.

H. Board/Panel and Commission Members:

1. Board/panel and commission members shall be paid per diem in accordance with DFA Rules, where the board/panel or commission member may elect to receive per diem for attending each board/panel or commission meeting at the approved rate per meeting calendar day; or per diem in accordance with the per diem rates specified in DFA Rule for travel by public officers or employees. Official board/panel or commission meetings are those that are held under the requirements of the Open Meetings Act.
2. The board/panel or commission member shall claim per diem, mileage, and reimbursement for other expenses by filing an itemized schedule of travel expenses containing the information required by DFA Rules. For purposes of computing per diem, board/panel and commission members should elect whichever rate or combination of rates provide the closest approximation to actual expenses.

I. Employee Responsibilities:

1. An employee who has been approved for advance travel and per diem or travel reimbursement is strictly required to attend all meetings, training-related courses, seminars, etc. (i.e. travel event(s)) for which the travel has been approved. Employees who fail to attend all travel events shall be subject to disciplinary action, up to and including dismissal, and may be required to reimburse the Department all costs associated with sending the employee to the travel event(s). In the event that an employee does not travel and the pre-travel form was approved, it is the employee's responsibility to ensure the travel request in the automated travel log system is closed.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

10/28/14
Date

New Mexico Corrections Department Travel Request Form

In-State
Out-of-State

Date: _____
Organization Name: _____

Traveler: _____ Departure Date: _____
Destination: _____ Return Date: _____

	AMOUNT
1. Airline or Other Fares	\$ -
2. Mileage: <u>0</u> Miles @ \$0.41 Per Mile	-
3. Miscellaneous Expenses (Parking, Tolls, Etc.)	-
4. Other Mileage & Fares (Specify i.e.: Taxis, Airport transportation, etc.)	-
<hr/>	
5. Rental Car _____ Days @ _____ Per day including Taxes.	-
6. Per Diem* _____ Nights @ _____ Per Night.....	-
6a. Partial Day Per Diem: Number of Hours _____	-
7. Meals * _____ Days @ \$ 30.00 (Maximum) Per Day	-
8. Lodging* _____ Nights @ _____ Per Night Plus Taxes.....	-
<hr/>	
Subtotal Lines 1 through 8	\$ -
9. Tuition Fees or Dues	-
<hr/>	
Total	\$ -

Purpose of Trip: _____

* Travel is based on Per Diem (Approved Rates) or Actual Meals & Lodging - Do **NOT** Enter Amounts for Both.

Business Manager Approval:
Date: _____

Division Director		
Warden Signature: _____	Date: _____	Approved: Disapproved: Approved:
**Budget Bureau	Date: _____	Disapproved: Approved:
Signature: _____		
**ASD Director	Date: _____	Disapproved: Approved:
Signature: _____		
**Deputy Secretary	Date: _____	Disapproved: Approved:
Signature: _____		
**†Secretary	Date: _____	Disapproved:
Signature: _____		

** Required for all Out-of-State Travel per CD-024701

† Required for travel advances per CD-024701

Submit Original form with Reimbursement Request: Copy needs to be submitted to respective Deputy Secretary

**NEW MEXICO CORRECTIONS DEPARTMENT
INSTRUCTIONS FOR THE TRAVEL REQUEST FORM**

- ▶ **In-State Travel must be approved by the Business Manager and the Division Director / Warden only. Division Directors and Wardens need to have their travel approved by their supervisor and cannot approve their own travel.**
- ▶ **All Out-of-State Travel must be approved by the Business Manager, Division Director / Warden, Budget Bureau, ASD Director, Deputy Secretary of Operations for respective bureaus, Deputy Secretary of Administration and the Secretary.**
- ▶ **In order to request travel advance - amount advance must be at least \$425.00 or a minimum of a five (5) night stay**
- ▶ **Itemized schedule and all receipts must be submitted to receive payment.**
- ▶ **See Corrections Department Policy *CD-024700* for additional information relating to travel.**

1. Enter cost for Airline fare (if any).
2. Mileage is allowed when using personal vehicles @ \$0.41 per mile. Map mileage should be entered. If map mileage is not available then tracking of beginning and ending odometer mileage must be kept and submitted.
3. Enter amounts (if any) for parking, toll fees, or other miscellaneous expenses. **MUST KEEP RECEIPTS TO BE REIMBURSED FOR THESE COSTS.**
4. Enter amounts (if any) for other Mileage & Fares including airport transportation, taxis, or other transportation costs. **MUST KEEP RECEIPTS TO BE REIMBURSED FOR THESE COSTS.**
5. Enter cost per day for rental car including any taxes. **MUST KEEP RECEIPTS TO BE REIMBURSED FOR THESE COSTS.**
6. Calculate amount of Per Diem for trip. (Reimbursement is based on either Approved Rates (Per Diem) or Actual amounts.) **ENTER AMOUNTS FOR LINE 6 OR ENTER AMOUNTS FOR LINES 7 AND 8. Enter any partial day Per Diem on Line 6a.**

In-State Travel

Overnight - \$85.00 / Night

Special Area (Santa Fe ONLY) - \$135.00 / Night

Out-of-State Travel

Overnight - \$115.00 / Night

Partial Day Per Diem (Enter amount on Line 6a)

For less than 2 hours: None

For more than 2 hours but less than 6 hours: \$12.00

For more than 6 hours but less than 12 hours: \$20.00

For 12 hours or more: \$30.00

Partial day is calculated from the departure time to the return time less nine hours (one hour lunch) for the same day travel or from the departure time to the return time less hours in 24 hour increments for overnight travel.

Example SAME DAY TRAVEL: Leave at 4:00 am return at 9:00 pm

:

17 hours less 9 hours = 8 hours: \$20.00 per diem for the day

OVERNIGHT TRAVEL: Leave Monday at 1:00 pm, return Wednesday at 9:00 pm

56 hours less 48 hours = 8 hours: \$20.00 per diem for the partial day

SAME DAY TRAVEL: Leave at 9:00 am return at 7:00 pm

10 hours less 9 hour (work day) = 1 hour: \$0.00 per diem for the day

**NEW MEXICO CORRECTIONS DEPARTMENT
INSTRUCTIONS FOR THE TRAVEL REQUEST FORM**

7. If **NOT** traveling on Per Diem - enter amounts for Meals and Lodging. Maximum amount allowed per day for meals is \$30.00 - **MUST KEEP RECEIPTS TO BE REIMBURSED FOR THE COST OF MEALS - ALCOHOL IS NOT REIMBURSABLE.**
8. Enter the amount for lodging per night including all taxes. Lodging costs in excess of \$215/night must be approved by Department Secretary. **MUST KEEP RECEIPT TO BE REIMBURSED FOR THE COST OF LODGING.**
9. Enter the amount for any tuition or conference fees (if any).

NOTE: ITEMS WITHOUT RECEIPTS CANNOT BE REIMBURSED AND WILL NOT BE REIMBURSED WITH AN AFFIDAVIT. IF RECEIPTS ARE LOST - REIMBURSEMENT WILL BE BASED ON APPROVED (PER DIEM) RATES.