

 <p>CD-031700</p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;">"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: 03/06/84	REVIEWED: 10/11/16
	EFFECTIVE DATE: 03/09/84	REVISED: 02/23/15
TITLE: Payment of Student Travel, Meals and Lodging Expenses		

AUTHORITY:

- A. Policy *CD-000100*.
- B. Department of Finance & Administration (DFA) Rule 2.42.2 NMAC, superseding Rule 95-2.
- C. New Mexico Public Purchasing Act, 1988.

REFERENCES:

- A. Policy *CD-024700*.
- B. ACA Standard 2-CO-1D-10, *Manual of Standards for the Administration of Correctional Agencies*, 2nd Edition.
- C. ACA Standard 4-4094, *Manual of Standards for Adult Correctional Institutions*, 4th Edition.
- D. ACA Standard 4-APPFS-3E-12, *Manual of Standards for Adult Probation and Parole Field Services*, 4th Edition.

PURPOSE:

- A. To establish clear and uniform guidelines for Corrections Training Academy payment of students' meals and lodging directly to providers, in the event of full dorm capacity, and for payment and/or reimbursement of students' meals, lodging, mileage and fares expenses.
- B. To require the Academy administration to adhere to Department of Finance and Administration (DFA) Rules and the New Mexico Purchasing Act when soliciting and contracting with providers.
- C. To assure that the direct payment for meals and lodging to a provider will result in a cost savings to the Corrections Department as compared to authorized per diem reimbursement.
- D. To require Academy financial staff to follow New Mexico Statutes, DFA Rules and New Mexico Corrections Department NMCD Policy *CD-024700* in order to effect prompt, proper payment and/or reimbursement of meals, lodging, classroom and mileage expenses.

APPLICABILITY:

To New Mexico Corrections Department Training Academy administrative staff and students.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

- A. Academy: New Mexico Corrections Department Training Academy.
- B. DFA: New Mexico Department of Finance and Administration.
- C. Director: The Director of the New Mexico Corrections Department Training Academy.
- D. Essential Lodging: Comfortable, safe accommodations close to session headquarters during specified training session days allowing for some necessary early arrivals and late departures.
- E. Essential Meals: Daily breakfast, lunch and dinner meals, if approved by DFA, during specified training session days, allowing for some necessary early arrivals and late departures.
- F. Incidental Expense: Non-essential meals, expensive and extravagantly priced meals, expensive and extravagantly priced lodging, personal telephone calls, alcoholic beverages, sundry items, hotel services, gratuities, etc.
- G. Institution: All institutions, divisions and work units that comprise the New Mexico Corrections Department.
- H. Moderately Priced Meals and Lodging: The total cost per student for meals and lodging that is no more than the actual per diem for the particular area as authorized by DFA.
- I. NMCD: New Mexico Corrections Department.
- J. Student: Any NMCD employee who has been accepted to participate in an academy sponsored training session or who has received academy approval to attend some other educational training.
- K. Training Sessions: Group-training sessions sponsored by the NMCD Training Academy.

POLICY:

- A. The Corrections Training Academy may provide meals and lodging for student employees attending academy-sponsored training sessions if those students qualify under 2.42.2 7 L NMAC and they make no such claim for meals and lodging except for Partial Day Per Diem

allowed under 2.42.2 8 NMAC. Provisions will be made for both Partial Day Per Diem and transportation of students to and from training sessions by the organizational unit to which they are assigned.

- B. The Corrections Training Academy may provide meals and lodging at the Academy or, in the event of full dorm capacity, may enter into written agreements with providers for essential moderately priced student meals, lodging, and classrooms, if necessary.
- C. Employees of private contractors and other State agencies are responsible for all training expenses incurred on behalf of their staff members who attend the Corrections Training Academy.
- D. The Department encourages staff membership and participation in criminal justice and allied professional associations and activities. **[2-CO-1D-10]**
- E. The Department encourages and provides administrative leave and/or reimbursement for employees attending approved professional meetings, seminars, and similar work-related activities. **[4-4094] [4-APPFS-3E-12]**



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

02/23/15

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AUTHORITY:

Policy *CD-031700*

PROCEDURES: [4-4094] [4-APPFS-3E-12]

- A. The Academy may provide meals and lodging for students attending Academy-sponsored training sessions if those students qualify under 2.42.2 7 L NMAC. Students housed at the Academy dormitory facility shall be provided meals at the Academy cafeteria. In the event a student chooses not to lodge at Academy provided facilities when the Academy is not at full capacity, or chooses not to eat the meals provided, that student will be responsible for his/her meal and lodging costs.
- B. As stipulated in DFA Rule 2.24.2 NMAC, incidental expenses are the financial responsibility of the student.
- C. The institutions will use state credit cards for actual gasoline purchases for the transportation of students to and from training sessions in a state-owned vehicle. This travel should be approved prior to the beginning of the session. Also, the institution will reimburse private vehicle mileage usage to students in accordance with DFA Rule 2.24.2 NMAC provided that the Warden/Division Director has approved the usage.
- D. The Academy, in the event of full dorm capacity and if a statewide or departmental price agreement is not available, shall solicit bids or price quotes prior to entering into any contracts with vendors. Incidental expenses will be the responsibility of the student and will not be included in the awarded contract terms and conditions. The proposed expenditures to the Academy will be the most cost effective possible and when possible, should reflect a minimum cost savings of 15% compared with actual authorized per diem rates for the particular session. The Academy must provide the required purchase and other supporting documentation prior to any vendor awards being made. Academy administration will be responsible for disseminating information regarding lodging arrangements and training dates to the institution/division training officer, who in turn will be responsible for disseminating the documented information to the students.
- E. At the discretion of the respective (appropriate) Division Director/Warden, both per diem and mileage may be reimbursed to the student in accordance with DFA Rule 2.24.2 NMAC for travel to and from attendance at educational training not sponsored, but approved, by the Academy. Institutions/Divisions should be granted such approval by their respective

Wardens/Division Directors. Written application must provide information pertinent to location, dates, sponsor, detailed and total costs, and benefits to NMCD, etc. The Academy Director will approve or disapprove it in writing and in a timely manner. Approval of the course is at the discretion of the Academy Director.

- F. It is the responsibility of the primary instructor/ class coordinator of each Academy-sponsored training session to confer periodically with hotel managers, etc., to ensure that contract awarded terms are met and that services are provided as per contract rates. Students will be notified before each session of the maximum room and meal allowance that will be provided by the Academy. Students will pay the hotel management all incidental expenses before checking out. Failure to do so could result in reprimand or disciplinary action.

- G. Upon the completion of each training session, itemized expenditures for meals and lodging charged to the Academy will be submitted to the Academy business manager by the primary instructor. The Academy business manager will evaluate these costs to ensure that the terms of the contract were met and that contracted services and costs were as specified in the awarded contract. The invoice verification must be completed within five working days after completion of each training session. Invoice discrepancies must be resolved immediately and the payment process must be initiated within five working days of the invoice receipt date. In the event of a discrepancy, resolution will first be the responsibility of the Academy Business Manager. If resolution cannot be reached at this level, it will become the responsibility of the Academy Director. Voucher preparation and processing for these charges and for reimbursement to students attending approved training will be handled in a timely manner in accordance with Policy *CD-024700*.



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