

PER DIEM & MILEAGE POLICY

Employees and Board members of the School are entitled to reimbursement of registration fees, mileage, per diem, and other costs associated with authorized trips for official school business that have been approved by the Director.

School-related travel is defined as attendance at professional conferences, school 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.

No school-related travel shall be reimbursed unless prior authorization is given by the Director or designee. 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. For clarification purposes, mileage will be reimbursed at a rate of 80% of the IRS rate in effect January 1 of the prior year.

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/governing council participants are identified when meal/meeting costs are paid for by the school.
4. All employee/governing council participants are identified when costs for multiple employees are reimbursed to a single employee.
5. Original receipts are 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.)

Adopted: 04/25/2013

Revised: 09/08/2016