

**BERNALILLO PUBLIC SCHOOLS  
IMPORTANT ITEMS RELATING TO TRAVEL**

**PARTIAL PER DIEM RATES:**

**DFA Rule 95-1 Section 3. 2.42.2.8 NMAC B(1)** - Public officers or employees who occasionally and irregularly travel shall be reimbursed for travel which does not require overnight lodging, but extends beyond a normal work day as follows:

a. for less than two (2) hours of travel beyond the normal work day, none;	\$ -
b. for two (2) hours, but less than six (6) hours beyond the normal work day;	\$ 20.00
c. for six (6) hours, but less than twelve (12) hours beyond the normal work day;	\$ 42.00
d. for twelve (12) hours or more beyond the normal workday:	\$ 59.00

**If Conference Registration fees include meals (breakfast, lunch or dinner) - traveler will not be reimbursed for those meals.**

**UNALLOWABLE EXPENSES:**

ALCOHOLIC BEVERAGES

Room service fees

Delivery fees

Personal preference charges

Airfare insurance fees

Airfare optional expenses

Fees not covered by the conference registration fees

Spas

Museums, etc.

Some programs will not allow certain purchased items such as gum.

**You will need approval prior to the trip to claim hotel parking fees.**

***TRAVEL VOUCHERS AND SUPPORTING SCHEDULES AND DOCUMENTS SHALL CONFORM TO THE POLICIES AND PROCEDURES MANUALS ISSUED BY THE FINANCE CONTROL DIVISION OF THE DEPARTMENT OF FINANCE AND ADMINISTRATION [2.42.2.13 NMAC - Rn DFA RULE 95-01 SECTION 9 07/01/03] (Attach approved Out-Of-State Travel Request Form, and completed Conference Registration Form and Agenda)***

**TRAVELING BY AIR: DUE TO SECURITY CONSTRAINTS, TRAVELER WILL NEED TO PROVIDE THEIR NAME (AS IT APPEARS ON THEIR DRIVER'S LICENSE); ADDRESS AND DATE OF BIRTH. IF THE TRAVELER HAS NEVER SUBMITTED FOR TRAVEL REIMBURSEMENT IT WILL BE NECESSARY FOR TRAVELER TO COMPLETE AND SUBMIT THE EMPLOYEE VENDOR FORM. WITHOUT THE FORM, ACCOUNTS PAYABLE IS UNABLE TO ISSUE FUNDS TO THE TRAVELER.**

**PER DIEM EXPENDITURES NOT ASSOCIATED WITH ACTUAL EXPENDITURES - REIMBURSEMENT WILL BE PAID AFTER THE TRIP**

**PARTIAL DAY PER-DIEM RATES WHERE NO OVERNIGHT LODGING IS REQUIRED ARE AS FOLLOWS [DAY TRIPS ONLY]:**

**DFA Rule 95-1 Section 3. 2.42.2.8 NMAC B(1)** - Public officers or employees who occasionally and irregularly travel shall be reimbursed for travel which does not require overnight lodging, but extends beyond a normal work day as follows:

- |   |          |
|---|----------|
| a. for less than two (2) hours of travel beyond the normal work day, none;        | \$ -     |
| b. for two (2) hours, but less than six (6) hours beyond the normal work day;     | \$ 20.00 |
| c. for six (6) hours, but less than twelve (12) hours beyond the normal work day; | \$ 42.00 |
| for twelve (12) hours or more beyond the normal workday:                          | \$ 59.00 |

**PER-DIEM FOR LODGING AND / OR MEALS WHEN OVERNIGHT LODGING IS REQUIRED:**

**DFA Rule 95-1 Section 3. 2.42.2.8 NMAC B(2)** - Regardless of the number of hours traveled, travel for public officers and employees where overnight lodging is required shall be reimbursed as follows:

- |   |  |
|---|--|
| a. in-state areas (includes meals)  | \$ 155.00  |
| b. in-state special areas (includes meals)  | \$ 202.00 For all officers and employees, the in-state special area shall be Santa Fe. |
| c. out-of-state areas (includes meals)  | \$ 155.00  |
| d. or actual lodging and meal expenses under DFA Rule 95-1 Section 4. 2.42.2.9 NMAC |  |

**2.42.2.9(3) - Receipts Required:** The public officer or employee must submit receipts for the actual meal and lodging expenses incurred. Under circumstances where the loss of receipts would recreate a hardship an affidavit from the officer or employee attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the travel voucher and include the signature of the agency head and/or governing board.

***THE DISTRICT WILL ONLY PAY FOR THE BPS REPRESENTATIVES TRAVEL, LODGING, AND MEALS. THE DISTRICT IS NOT RESPONSIBLE FOR FAMILY MEMBERS OR FRIENDS ACCOMPANYING BPS REPRESENTATIVE. THE ISSUE OF CAR RENTAL IS NOT AN ALLOWABLE EXPENSE PER DISTRICT POLICY. IF YOU ARE TRAVELING WITHIN THE STATE, TRAVELER IS ENCOURAGED TO USE A DISTRICT VEHICLE, OTHERWISE APPROVAL FOR REIMBURSEMENT USING PRIVATE VEHICLE IS REQUIRED ALONG WITH VEHICLE INFORMATION.***

**B. 2.42.2.8 NMAC Per Diem reimbursement:** is issued after return. You must submit a Travel Reimbursement Request Form signed by the traveler, supervisor, Finance Director and Superintendent. Must be submitted upon return of trip or no later than 30-days after your return. Reimbursement will be computed for lodging per 2.42.2.8 (2) thru (3) outlined above.

**REIMBURSEMENT IS PROCESSED FOR EITHER ACTUALS OR PER DIEM - NEVER BOTH - Itemized receipts required for reporting purposes.**

**REIMBURSEMENT: TURN IN ALL NECESSARY VENDOR ITEMIZED RECEIPTS ALONG WITH APPROVED TRAVEL REIMBURSEMENT REQUEST**

**If Conference Registration fees include meals (breakfast, lunch or dinner) - traveler will not be reimbursed for those meals.**

**UNALLOWABLE EXPENSES:**

Alcoholic beverages; room service fees; delivery fees; personal preference charges such as: airfare insurance fees.

Expenses not covered by the conference registration fees: spas, museums, etc. Some programs might not allow certain purchased items that could be deemed food such as gum

**You will need approval prior to the trip to claim hotel parking fees.**