



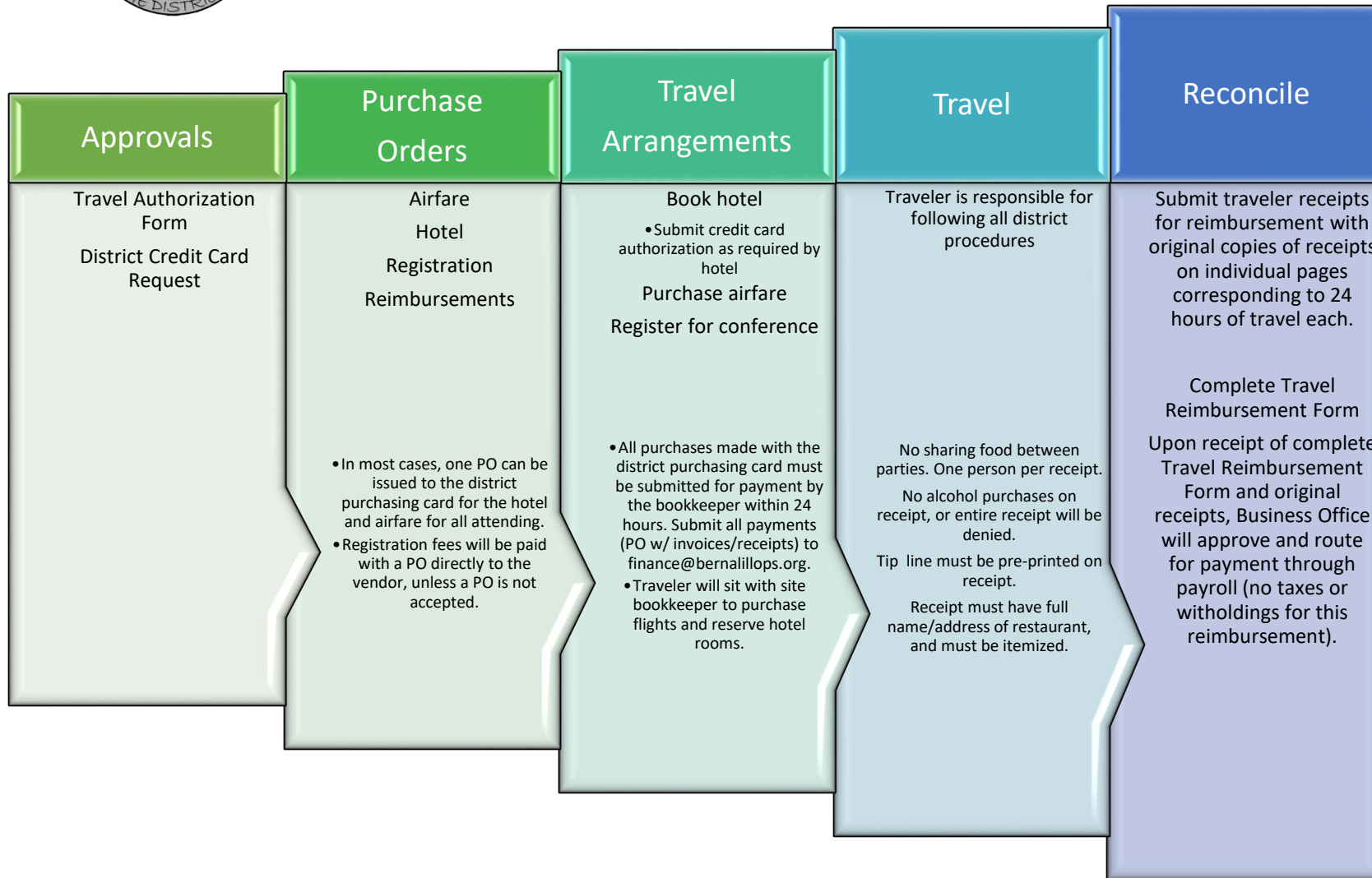
Bernalillo Public Schools



Travel Procedures



DISTRICT TRAVEL PROCEDURES



BERNALILLO PUBLIC SCHOOLS

TRAVEL PROCESS

FOR EMPLOYEES AND STUDENTS

This is the process of approval for employees and students traveling on behalf of Bernalillo Public Schools. Completion of the following documents includes:

Pre-Travel Authorization Forms

1. **Bernalillo Public Schools *Travel Request Form*** (for travel in or out of New Mexico) including all approval signatures.
2. **Bernalillo Public Schools *Travel Authorization Form*** including all approval signatures. This will identify the funding source(s) for the travel including any registration fees, airfare (if applicable), lodging, and meals. All sections of the form must be completed prior to traveling in order to be reimbursed for per diem/meals. No travel arrangements will be made without the completion of this form including all required signatures.
3. ***Purchase Orders*** Purchase orders for registration, hotel accommodations, airfare and mileage and reimbursement of meals needs to be in place *prior* to the event. Airfare and lodging will not be booked until a PO is in place.

Step 1: Determine **registration fees** for the conference/workshop:

- Submit copy of the conference/workshop attendee(s) completed registration and agenda which includes attendee(s), event, location, dates, and times with forms listed above.

Step 2: Determine mode of **travel** needed to attend the conference/workshop with options being:

- BPS Vehicle (reserve vehicle with the Transportation Department)
- Airfare or other fares - for conferences out of the state of New Mexico.

Step 3: Determine **lodging** needs to attend the conference/workshop:

- Attendee calls the hotel to see if the hotel will take a purchase order or hold the room reservation with the district credit card. *Make reservations ASAP as hotels book quickly where conferences and workshops are located. Most hotels have a special rate for conference/workshop attendees with limited number of rooms!*

Step 4: Determine if **meals** are included in the conference/workshop registration fee. If meals are not included in the conference/workshop actuals and reimbursements are:

- Meals @ \$59.00/24-hour period.

Continue to page 2 for Pre-travel and Post-travel checklists...

BERNALILLO PUBLIC SCHOOLS

TRAVEL PROCESS

FOR EMPLOYEES AND STUDENTS

Post-travel checklist:

1. Submit all travel receipts to the bookkeeper for review.
2. Receipts for items covered by the district credit card or purchase order shall be submitted for payment.
3. Bookkeeper will separate employee reimbursable receipts out into 24 hour time periods based on start date/time of travel.
4. Receipts will be entered into the *BPS Travel Reimbursement Form*. Traveler and bookkeeper sign the form. This form is submitted as part of Step 4.
5. Individual receipts shall be attached to individual sheets that match the 24 hour periods outlined on the Travel Reimbursement Form and submit to Procurement Officer (Purchasing Specialist) together with the BPS Travel Reimbursement Form for review.
6. Once the Procurement Officer approves payment for the travel, it is routed to the Chief Business Officer for final review and authorization for payment.
7. Chief Business Officer submits the final packet to Payroll for payment.

Important Reimbursement Information:

1. Itemized receipts means receipts showing food and/or beverage purchased, date, time, and restaurant name and address printed on the receipt.
2. Submission of just a credit card receipt alone will not be sufficient for reimbursement and will be disallowed.
3. Obtain individual meal receipts. Do not share a receipt with other travelers or family members. Shared receipts will be disallowed.
4. Do not submit receipts with alcohol purchases. The entire receipt will be disallowed.
5. If a tip is paid, write the tip amount on the preprinted "Tip Line" of the meal receipt. Reimbursement is allowed up to 20%. Tips will only be reimbursed if a preprinted "Tip Line" is reflected on the receipt.
6. Room service charges/delivery "fees" (i.e., pizza delivery "fee") are not reimbursable. The meal itself is permitted.
8. Do not submit receipts for personal items (i.e., clothing, souvenirs, hygiene items, cosmetics, etc.)
9. Submit baggage fees, parking and/or shuttle receipts.
 - a. You must submit your baggage fees, parking, shuttle, taxi, uber, lyft etc., receipts for reimbursement.
 - b. Transportation to breakfast, lunch, or dinner locations, shopping destinations, sightseeing, etc., are considered personal preference trips and will not be reimbursed.
10. Do not use a highlighter on receipts. This causes the ink to disappear.
11. Make copies of all your receipts before submitting to your department/school bookkeeper.

Please contact Finance Department with any questions - Thank you!



BERNALILLO PUBLIC SCHOOLS
Travel Request Form

Name: _____ Location/School Site: _____
Date: _____ Destination: _____
Depart: _____ Return: _____

Check one: In-State Travel Out-of-state Travel

Purpose/Reason for Trip:

Benefit to students (How will information/training be shared?):

Benefit to colleagues (How will information/training be shared?):

Cost to the school district for the trip:

Do conference fees include meals? YES or NO **Conference information must be attached!**

***Funding Source (account code):

****Voluntary cancellation of an approved travel by the employee will result in the employee being financially responsible for any and all prepaid registration fees, airfare, hotel and other travel costs.*

_____ (Employee signature)

Supervisor/Administrator's Signature

Date

Fund/Grant Manager Signature

Date

Final approval for travel will be determined by the Superintendent and Business Office



**BERNALILLO PUBLIC SCHOOLS
IN-STATE / OUT-OF-STATE
TRAVEL AUTHORIZATION FORM**

PLEASE TYPE OR PRINT LEGIBLY

Date: _____

Traveler's Name (as it appears on Driver's License) (Address, City, State, Zip Code)

 Employee Board Member Parent Date of Birth: _____
 Other (please specify) _____

Department _____
 School _____
 Program _____
 In-State Out-of-State
 City, State _____

Purpose of the trip _____

Location _____ Contact _____

Justification and Benefit to the District _____

Departure (City) From _____ To: _____

Departure Date _____ Time _____ Return Date _____ Time _____ Total Days _____

Select one of the following:

No (No cost to the District) Explanation: _____

Actual Reimbursement Mileage Only! - Only allowable if a district vehicle is not available at time of travel

ITEM	AMOUNT
TRANSPORTATION	
1. Airline or other Fares _____ <i>Itemized receipts required</i>	-
2. Mileage _____ Round trip miles @ \$0.63 per mile Private Vehicle - Please Provide information below	
Make/Model/Year of Vehicle _____	
License Plate No. _____ Traveling in a District Vehicle please skip No. 1 & 2 above	-
TRANSPORTATION FUND LINE ITEM NO. _____	
TRANSPORTATION FUND LINE ITEM NO. _____	
TRANSPORTATION FUND LINE ITEM NO. _____	
LODGING	
3. Lodging for _____ nights @ \$ _____ per night including tax and fees <i>Itemized receipts required</i>	-
HOTEL FUND LINE ITEM NO.: _____	
HOTEL FUND LINE ITEM NO.: _____	
HOTEL FUND LINE ITEM NO.: _____	
MEALS	
4. Meals @ \$30.00 per 24-hour period _____ days Breakfast / Lunch / Dinner <i>Itemized receipts required</i>	-
Meals @ \$45.00 per 24-hour period _____ days (out-of-state) Breakfast / Lunch / Dinner <i>Itemized receipts required</i>	-
REIMBURSEMENT FUND LINE ITEM NO.: _____	
REIMBURSEMENT FUND LINE ITEM NO.: _____	
REIMBURSEMENT FUND LINE ITEM NO.: _____	
5. MISC TRAVEL EXPENSES <i>Receipts Required</i>	
Parking fees, shuttles, taxis, baggage fees, etc.	
6. REGISTRATION FEE <i>Please attach Conference documentation (completed registration form of traveler(s))</i>	
<input type="checkbox"/> Registration Fee <input type="checkbox"/> Registration Fee includes meals and/or lodging	
TRAINING FUND LINE ITEM NO.: _____	
TRAINING FUND LINE ITEM NO.: _____	
TRAINING FUND LINE ITEM NO.: _____	
TOTAL COST	-

Voluntary cancellation of an approved travel by the employee will result in the employee being financially responsible for any and all prepaid registration fees, airfare, hotel and other travel costs. I am also affirming that I understand that I must have a valid Purchase Order in place before I begin purchasing anything for this travel request. I further acknowledge that I will only be reimbursed for charges that adhere to BPS policy/procedures.

Traveler's Signature/Acknowledgement _____	Date _____	Site Administrator's Signature (Supervisor) _____	Date _____
Approval by Director _____	Date _____	Primary/Secondary Director Approval (when Director is traveler) _____	Date _____
Approval by Chief Business Officer _____	Date _____	Approval by Superintendent* _____	Date _____

Hotel costs cannot exceed \$215/night (including taxes) unless prior written authorization was received. This is per NMAC 2.42.2.9 B1: B. Overnight travel: For overnight travel for state officers and employees where overnight lodging is required, the public officer or employee will be reimbursed as follows: (1) Actual reimbursement for lodging: A public officer or an employee may elect to be reimbursed actual expenses for lodging not exceeding the single occupancy room charge (including tax) in lieu of the per diem rate set forth in this Section. Whenever possible, public officers and employees should stay in hotels which offer government rates. Agencies, public officers or employees who incur lodging expenses in excess of \$215.00 per night must obtain the signature of the agency head or chairperson of the governing board on the travel voucher prior to requesting reimbursement and on the encumbering document at the time of encumbering the expenditure.
 *Signature of Superintendent above confirms authorization of travel for hotel costs exceeding \$215/night inclusive of tax and fees.



BERNALILLO PUBLIC SCHOOL DISTRICT

Travel Reimbursement Form

Note: Attach daily tracking sheets to this form.



Traveler Name:

Type of Travel:

Date and Time Left

(Use format of 7/27/2022 4:00 PM)

[Enter Here](#)

Date and Time Returned

(Use format of 7/28/2022 4:00 pm)

[Enter Here](#)

Remember:

1. Receipts must be itemized or else they will not be reimbursed.
2. Alcoholic beverages are not allowable for reimbursement, even if consumed as part of a meal.
3. Taxi reimbursed when required due to distance from hotel to conference center (Note: taxi service is not reimbursed for transportation to restaurants, shopping malls, etc.)*
4. Valet parking only reimbursed when there is no self-park
5. The following are not covered: Room service fees, delivery fees, personal preference charges, spas, museums, etc.)

Total Trip Consists of 5 Days, plus 8 Hours

Purchase Order Number: _____

	24 Hour Period 1 9/20/2022 8:00 through 9/21/22 8:00	24 Hour Period 2 9/21/2022 8:00 through 9/22/22 8:00	24 Hour Period 3 9/22/2022 8:00 through 9/23/22 8:00	24 Hour Period 4 9/23/2022 8:00 through 9/24/22 8:00	24 Hour Period 5 9/24/2022 8:00 through 9/25/22 8:00	24 Hour Period 6 DO NOT USE through #VALUE!	24 Hour Period 7 DO NOT USE through #VALUE!
Lodging Receipt (If applicable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Receipt 1 - Food Itemized Total (No Tip)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Receipt 1 - Tip (If applicable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Receipt 2 - Food Itemized Total (No Tip)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Receipt 2 - Tip (If applicable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Receipt 3 - Food Itemized Total (No Tip)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Receipt 3 - Tip (If applicable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
**Receipt 4 - Food Itemized Total (No Tip)	\$0.00	\$0.00	\$0.00	\$0.00			
**Receipt 4 - Tip (If applicable)	\$0.00	\$0.00	\$0.00	\$0.00			
**Receipt 5 - Food Itemized Total (No Tip)	\$0.00	\$0.00	\$0.00	\$0.00			
**Receipt 5 - Tip (If applicable)	\$0.00	\$0.00	\$0.00	\$0.00			
Parking Receipt (Where Allowed)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Shuttle/Taxi/Rental Car (Where Allowed)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Baggage Fee Receipt (1 Bag)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Editable: Other allowable receipt #1			\$0.00				
Editable: Other allowable receipt #2							
Food Receipts Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Food Receipts Allowed (Max \$59.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tip Receipts Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tip Receipts Allowed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Food Allowance for Period	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Lodging Allowed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total Allowed for Period	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Partial Day Per Diem Allowance

Traveler Signature: _____ Purchasing Officer Review & Approval: _____

Grand Total Reimbursement

Bookkeeper Signature: _____ Chief Business Officer Approval: _____

**Only use if more than 3 receipts for the day (Rare)

**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.