

Central Consolidated Schools In-State Employee Travel Procedure

*(and those non-employees traveling on behalf of district—Board, parents, others)
(effective 8/1/2013)(revised 8/1/2014)*

All travel reimbursements, in-state and out-of-state, must comply with state statutes, regulations and rules including Section 10-8-1 to 1-8-8 NMSA 1978, 2.42.2 NMAC and DFA Rule 95-1, Section 1.B.

Details on applicable State rates for travel reimbursement are found on the back of the Travel Request Form.

The use of alcohol when using a district vehicle is prohibited.

Combining Business and Personal Travel

District employees and non-employees travelling on behalf of the district may combine personal travel with their business travel at the beginning or end of the business trip. The costs attributable to the business portion of the trip must be clearly separated from any personal travel costs, including travel costs for the district traveler's family/friends. The costs for the business portion of the trip will be reimbursed as follows:

- Airfare at the lowest rates available for the business portion of the trip. Three quotes from such travel sites as Travelocity, Expedia, Kayak, etc. are required to substantiate the rate that the district will reimburse or cover for the trip.
- Lodging and meals for the district traveler for the business travel dates only.
- Transportation costs are limited to the dates of the business event and only for the business traveller. Mileage for use of a personal vehicle to transport family or friends to/from the airport is not allowed. Airport parking is allowed as an incidental.
- Meals for the district traveler will be reimbursed, limited to the dates of the business event.

In-State Travel (for attendance at meetings and workshops within the state of New Mexico)

Note: Purchasing card may not be used for in-state travel as regular use of the purchasing card would, in many cases, result in charges in excess of the NMAC regarding per diem. Employee must be prepared to check in to hotel with personal credit card.

1. Receive notification of meeting or workshop flyer
2. Discuss need for attendance with supervisor

3. Schedule attendance by:
 - a. Completing district Travel Request Form—part A and estimate for part C
 - b. Obtaining supervisor approval
4. Create requisitions for per diem (not blanket) and for registration see Creating a Requisition procedure). (Note: All agencies offering professional development to school district personnel will accept a district P.O. Please check to determine if vendor is in our system. If not, secure W-9, conflict of interest, and vendor registration forms so vendor can be added and then create P.O. directly to vendor. See Setting up a Vendor procedure).
5. Obtain copy of P.O. and complete registration (if attending a workshop).
6. Attend workshop or meeting. (Note: travel to/from meetings or workshops must adhere to all regulations specified on the reverse side of the Travel Request Form.)
7. Upon conclusion of the workshop or meeting, complete Travel Request Form, part C, and attach P.O. for employee.
8. Submit all documentation to supervisor for signature.
9. Deliver documentation to Accounts Payable.
10. Accounts Payable will reimburse employee with a check for expenses according to regulations stipulated on the reverse side of the Travel Request Form.

Central Consolidated Schools Examples of Travel Incidentals

This list is not all-inclusive but should provide the traveling employee with guidance on the types of items that are considered incidentals. Incidentals must be paid for by the traveling employee and reimbursed according to district regulations upon return to the district. Incidentals will be considered for reimbursement only when an original receipt is presented. Lost receipts will not be reimbursed.

Airport/hotel Shuttle	reimbursed when shuttle is required*
Airport Parking	reimbursed when airport parking is required*
Baggage Fees	reimbursed (1 bag each way) when baggage fees are required*
Snacks	included in daily per diem allowance
Meals	included in per diem allowance
Rental car	reimbursed when vehicle is required*
Gas	reimbursed when rental vehicle is required*
Mileage	reimbursed when personal vehicle is used for travel to/from airport or other destination*
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.)*
Valet parking	only reimbursed when there is no self-park
Movie/entertainment	not reimbursable
Hotel minibar items	not reimbursable
Hotel laundry/pressing	not reimbursable
Alcohol	not reimbursable, even if consumed with meal
Spa services	not reimbursable
Gym / locker fees	not reimbursable
Room service	not reimbursable
Internet service	reimbursable for Board and Cabinet only

**Include estimated costs on per diem P.O. for individual employee if services will be required*