



DEPARTMENT OF PUBLIC SAFETY POLICIES & PROCEDURES



POLICY NUMBER	
FIN:04	
EFFECTIVE DATE: 08/11/2016	ORIGINAL ISSUED ON: 03/06/2003
REVISION NO: 3	

SUBJECT: PROCESSING TRAVEL REQUESTS & PER DIEM PROCEDURE

1.0 PURPOSE

To establish department procedure for the processing of travel requests for Out-of-State and In-State Per Diem reimbursement, subject to DFA requirements.

2.0 POLICY

It is the policy of DPS to establish a travel procedure that includes Per Diem to employees who travel in or outside the State of New Mexico.

It is the policy of DPS to pay expenses for employees who travel, in or out of the State, when such travel provides benefits to the State and resources are available to apply towards such expenses. A condition of travel would include the exchange of information with, obtaining information from, or assisting:

- A. Federal or other state officials;
- B. Professional organizations;
- C. Other individuals or groups, with respect to laws, programs, professional standards;
- D. Organizational structures;
- E. Management systems or information technology;
- F. Administrative practices;
- G. Training-related courses or seminars designed to improve or enhance employee skills;
- H. Possible sharing or the newly acquired knowledge or skills with other employees and improvement of the operation of the Division or other organizational unit in which the individual is employed; or
- I. Assisting other cities, counties or states in disaster situations when certain written agreements are in place.

3.0 APPLICABILITY

This policy applies to all DPS employees who request travel and per diem when on official business.

4.0 REFERENCES

- A. Section 10-8-1 through 10-8-8 NMSA 1978; Mileage and Per Diem Act
- B. DFA Rule 2.42.2 NMAC (replacement of 95-1)

5.0 DEFINITIONS

- A. **Out-of-State** - Is defined in Rule 2.42.2 NMAC DFA/ASD as travel beyond the exterior boundaries of the State of New Mexico.

PROCESSING TRAVEL REQUESTS & PER DIEM PROCEDURE

- B. In-State** - Is defined as any travel within the boundaries of the State of New Mexico.
- C. Travel for Per Diem Purposes** – Applicable when traveling at least thirty-five (35) miles from home or post of duty (whichever is closest as per DFA policy).
- D. Per Diem Rate** - A standard rate for daily expenses. It is intended to cover expenses incurred during official State business travel.
- E. Reimbursable Mileage** - The use of an employee's personal vehicle for transportation while traveling on official State business.
- F. Actual Expenses** - Reimbursement for documented expenses incurred in the performance of work related activities. Itemized original receipts for payment are required as proper documentation.
- G. Normal Work Day** – For partial day per diem purposes, means eight (8) hours within a nine (9) hour period for all public officers and employees, both salaried and non-salaried, regardless of the officers' or employees' regular work schedule.

6.0 PROCEDURE

A. IN-STATE TRAVEL PROCEDURE

1. All In-State travel requests must comply with the requirement set forth on the Procedure as per DFA Rule 2.42.2 NMAC.
2. Itemized Schedule of Travel Expense (ISTE) forms must be submitted to DPS/ASD, Financial Management Bureau - Accounts Payable Section.
3. Advanced reimbursement is limited to the following circumstances:
 - a. Travel mandated by the department;
 - b. Hardship cases in which justification must be submitted to the Cabinet Secretary or designee (s) as may be determined by the Cabinet Secretary or;
 - c. Travel must be a single trip of at least three (3) nights away from employee's or government official's primary duty station and/or place of business.
4. **Division's Responsibilities:**
 - a. Determine the appropriate budget availability.
 - b. If requesting reimbursement of actual expenses, advance approval through the division chain of command is required. Certain limitations exist, as outlined in Rule 2.42.2 NMAC when claiming actual expenditures. Actual reimbursements for lodging expenses are limited to \$215.00 per night. In this instance, approval by the Cabinet Secretary or designee(s) as may be determined by the Cabinet Secretary is required prior to incurring the expense. Employees, government officials and volunteers should, whenever possible, stay in hotels that offer government rates.
 - c. Prepare Internal Purchase Request (IPR) if travel is over \$1,500.00 and submit to Financial Management Bureau, Purchasing Section.
5. **Employee's Responsibilities:**
 - a. Make all necessary travel arrangements for the official state business travel.

PROCESSING TRAVEL REQUESTS & PER DIEM PROCEDURE

- b. The traveler is responsible for assuring that all **original receipts are kept for actual reimbursement when reimbursement for actual expenditures has been requested and approved.**
- c. Prepare an Itemized Schedule of Travel Expense (ISTE) form within five (5) working days after returning to work from traveling for official state business.
- d. The following information should be included in the ISTE:
 - i. Agency's Name
 - ii. Employee's Name
 - iii. Social Security or Vendor Number
 - iv. Normal Work Hours
 - v. Post of Duty/City
 - vi. Residence/City
 - vii. Travel Departure and Arrival dates
 - viii. Vehicle license plate number, undercover vehicles must be identified as "Confidential". In all other instances, (personal or other official vehicle) include vehicle license number, model and year.
 - ix. Departure times with appropriate AM/PM and return times with appropriate AM/PM (**Do Not Use Military Time**)
 - x. Character of Expenditures:
 - a. Destination (City)
 - b. Nature of Official Business
 - c. Party Contacted
 - d. Description of itemized expenses (by day) associated with travel (e.g. telephone, gratuities, taxi, etc.)
- e. Mileage Reimbursement:
 - i. Odometer start or map miles
 - ii. Odometer finish or map miles
 - iii. Number of Miles (calculation entered in mileage column)
- f. Amount Columns:
 - i. Mileage (calculation entered in mileage column)
 - ii. Per Diem or actuals for meals and lodging whichever is applicable
 - iii. Miscellaneous fares (e.g. airfare, car rental, taxi or parking)
 - iv. Total and extend all columns
 - v. Sign the completed ISTE. By signing the ISTE the employee certifies that the claim for reimbursement is just and true and complies with rules, regulations and state statutes. The ISTE should not be altered or corrected

by anyone else other than the traveler. If the ISTE is incorrect, it will be returned to the employee for correction. A new ISTE will be required except for the following exception applied only to LEP in order to reduce undue burden on the traveler: The Chief, Deputy Chief, or Commander have the authority and discretion to make corrections to the ISTE submitted by LEP personnel. Prior to the proposed change, the traveler will be notified and must submit approval of such change electronically or by facsimile AND approval document must accompany the ISTE. Non-LEP personnel will be addressed on a case-by-case basis with the Administrative Services Division, Financial Management Bureau.

- vi. Acquire approval signatures (proper chain of command) and date.
- vii. Submit completed ISTE to Financial Management Bureau, Accounts Payable Section within five (5) working days with receipts. (Attach receipts, if actual reimbursements have been requested and approved).

B. OUT-OF-STATE TRAVEL PROCEDURE

1. Division's Responsibilities:

- a. All Out-of-State travel requests must comply with the requirement set forth on the Procedure as per DFA Rule 2.42.2 NMAC.
- b. Advanced reimbursement is limited to circumstances noted in Section 6(A)(3).
- c. The division must prepare the formal "Out-of-State Travel Request" form, requesting approval for all travel.
- d. The Out-of-State Travel Request will consist of a summary schedule of all travelers, dates, destinations, purposes of the training or conference, justification, estimated costs, vendor number and cost center. The division is responsible for preparing the formal "Out-of-State Travel Request" cover letter, with the exception of the Cabinet Secretary's signature and budget authorization.
 - i. Employees may extend department approved out-of-state travel. Any extra expenses as a result of the extension will be at the employee's expense and will not be charged to the department.
 - ii. Before an employee may claim approved per diem rates on out of state travel, a full 24-hour cycle from the time of departure must be completed. If the out-of-state travel is less than 24 hours, the employee must claim actual expenses.
- e. The request described above must have supporting detail attached for the use in scheduling travel. This includes the conference, training or other agenda containing dates and activities attached. It must also have the completed registration form and include the vendor ID numbers along with verification that the vendor is in DPS's vendor file. If a registration fee or tuition is needed; payment form must be attached. The cost, if any, of the business travel activities (tuition, registration, etc.) also must be included in the approval request. The Division must obtain a W-9 from the vendor or a W-4 for an Employee.
- f. Actual expenses for meals will be set by the DPS Cabinet Secretary per 2.42.2.8(F) NMAC.

PROCESSING TRAVEL REQUESTS & PER DIEM PROCEDURE

- i. Governor's Detail personnel shall be reimbursed for out-of-state meals up to a maximum of \$70.00 per 24-hour period.
- g. Regardless if there is no cost to the State, all employees who travel on official Out-of-State business must submit a completed Out-of-State Travel Request Form to the Financial Management Bureau, Purchasing Section.

2. Employee's Responsibilities:

- a. All employees who travel Out-of-State and request actual expenses must comply with DFA Rule 2.42.2 NMAC.
- b. The traveler is responsible for assuring that all original receipts are kept and turned in to the Financial Management Bureau, Accounts Payable Section for reimbursement of actual costs.
- c. It is recommended that the traveler(s) utilize personal credit cards if able.
- d. The traveler shall prepare an Itemized Schedule of Travel Expenses (ISTE) immediately upon return to work from travel on official State business.
- e. An ISTE must be submitted as per section 6(A) of this procedure. The following information must also be included on the Out-of-State ISE:
 - i. Official telephone calls, if applicable must be justified.
 - ii. Meals must be paid according to DFA Rule 2.42.2 NMAC.
 - iii. If a meal receipt includes multiple charges, the traveler should identify specifically the allowable portion of the employee's expense.

3. Reporting Injuries While on Travel:

- a. If the traveler incurs an injury while on travel, he/she must follow the same procedures that are defined in DPS's Worker's Compensation Policy.
- b. Employees should immediately report all work-related illnesses, injuries, or occupational disease exposure to their supervisor, regardless of the severity. While under the New Mexico Workers' Compensation Act employees have 15 days to notify an employer of injuries or illnesses; immediate reporting of injuries and illnesses can be important in establishing that injuries are covered by workers' compensation.

C. PER DIEM/REIMBURSEMENTS

1. Payment Reimbursement and Advances:

- a. Per Diem and travel expenses must be reimbursed as specified in DFA Rule 2.42.2 NMAC.
- b. Such reimbursement must be granted as long as the travel is accomplished in the most economical manner practical.
- c. Per Diem reimbursement for conferences or workshops/seminars held within sixty (60) miles of the employee's legal residence or designated post of duty will normally begin the morning of the date of the training event allowing sufficient time for travel.

PROCESSING TRAVEL REQUESTS & PER DIEM PROCEDURE

- d. If the supervisor authorizing reimbursement determines that it presents an undue hardship on the employee, the supervisor may authorize extra hours of per diem.

2. Per Diem Allowances:

- a. Per Diem rates shall be paid to public officers and employees only in accordance with the provisions as per DFA Rule 2.42.2 NMAC. Per Diem rates shall be paid without regard to whether expenses are actually incurred. Where lodging and/or meals are provided or paid for by the agency, the governing body, or another entity, the public officer or employee is **entitled to reimbursement only for actual expenses** per DFA Rule 2.42.2 NMAC.
- b. Advanced reimbursement is limited to circumstances noted in Section 6(A)(3).
- c. A travel advance may be authorized either for a single trip or on a monthly basis for employees who travel continually throughout the month.
- d. Travel advances may be made for Per diem and mileage costs pursuant to the current per diem and mileage rate according to DFA Rule 2.42.2 NMAC.
 - i. **Travel advances must be closed out before another advance can be processed. Close out vouchers must be prepared within five (5) working days of returning to work from traveling on official state business. Any amount due back to the Department must be submitted to the Financial Management Bureau, Accounts Payable Section within ten (10) working days after return to work from traveling on official state business.**

7.0 ATTACHMENTS

None

8.0 APPROVAL

APPROVED BY: S/ Scott Weaver DATE: August 11, 2016
DPS Cabinet Secretary