



RESOLUTION NO. 2011-31

PER DIEM, MILEAGE AND OUT OF COUNTY TRAVEL

WHEREAS, a local governing body such as the Board of Torrance County Commissioners is permitted under the New Mexico Per Diem and Mileage Act to adopt local regulations to implement the act as well as regulations of the Department of Finance and Administration; and,

WHEREAS, the County of Torrance sets per diem and mileage rates for offsetting the cost of travel expenses for County Commissioners, Elected Officials and County Employees in accordance with Section 10-8-1 through 10-8-8, NMSA 1978 Compilation; and,

NOW THEREFORE, BE IT RESOLVED, by the Torrance County Board of Commissioners, that the following rules and regulations regarding per diem, mileage and travel shall become effective on September 1, 2011:

PER DIEM

Per Diem shall be paid at the following rates as specified in Section 10-8-4 as approved by the County Commission and may be amended by a majority vote in a public meeting. These rates apply to travel away from home, outside of a 50-mile radius.

In state travel overnight -	\$85.00
In state special area -	\$135.00 (Santa Fe)
Out of state travel overnight -	\$115.00
Out of state (Special Rate) -	\$215.00

Partial day per diem for occasional or irregular travel which extends beyond the normal work day and NO overnight lodging is required shall be paid at the following rates:

Less than 2 hours -	No Per Diem
2 hours but less than 6 hours -	\$12.00
6 hours but less than 12 hours -	\$20.00
12 hours or more -	\$30.00

Partial day per diem following a 24-hour period where overnight lodging IS required shall be paid at the following rates:

Less than 2 hours -	No Per Diem
2 hours but less than 6 hours -	\$12.00
6 hours but less than 12 hours -	\$20.00
12 hours or more -	\$30.00

ACTUAL EXPENSES

If this amount is insufficient to cover expenses, actual expenses may be claimed for lodging accommodations and meals. Meals will be reimbursed at an amount not to exceed thirty dollars (\$30.00) per day for in-state travel and forty-five dollars (\$45.00) for out of state travel for a twenty-four (24) hour period. In the event that the lodging expenses are excess of \$215.00 per night traveler must obtain the signature of the County Manager on the travel voucher prior to requesting reimbursement. Actual expenses request form is Attachment A. County will not reimburse any expenses paid for alcohol or alcoholic beverages.

The Travel Reimbursement Form is Attachment B, which must be accompanied by agenda and/or documents supporting that the event was attended. If the travel destination is less than the 50-mile radius, and per diem is being requested, an explanation must be included on the Travel Reimbursement Form. If per diem is not requested and the travel destination is greater than the 50-mile radius, an explanation must be included on the Travel Reimbursement Form.

All elected officials and county employees may request reimbursement. Itemized meal receipts must accompany request for reimbursement on all Out of Pocket (OOP) expenses. Requests for reimbursement checks will only be processed during normal check runs.

Lodging shall be obtained at government rates or lower, if available. No-show charges for guaranteed reservations will not be paid by the County unless in an emergency situation.

Receipts required: The County Commissioner, Elected Official or employee must submit ITEMIZED receipts for the actual meal and lodging expenses incurred including room service charges. No reimbursement will be given without an itemized receipt and approval by the County Commission in a public meeting, prior to travel.

MILEAGE:

Mileage will be reimbursed at the following rate as approved by the County Commission and may be amended by a majority vote in public meeting.

Forty-five cents (\$.45) per mile for each mile traveled in a privately owned vehicle.

County Commissioners, Elected Officials and County Employees may receive mileage reimbursement for travel within the boundaries of Torrance County if the mileage is for official County business, provided sufficient funds have been budgeted for the travel and prior approval from the appropriate Elected Official or Department Head has been secured. This mileage must be requested on an In-County Mileage Request form (Attachment C) or must be mileage set by Rand McNally Map.

County Commissioners, Elected Officials and County Employees may not be eligible for mileage reimbursement if a County vehicle is made available for use during travel. If the County Commission, Elected Official or Department Head is also the person traveling, then the County Manager must sign as the Agency Head for the Travel Reimbursement Request. If the person traveling is the County Manager, a Commissioner must sign the Travel Reimbursement Request.

ADVANCED PER DIEM

County Commissioners, Elected Officials and County Employees may apply for up to 80% of anticipated mileage and per diem expenses in advance of travel not more than two weeks prior to the scheduled travel date. Requests for advanced per diem and mileage after that time frame may not be honored. All requests for 20% reimbursement of travel expenses must be turned in within ten (10) days of your trip or the reimbursement request will be denied. County Commissioners, Elected Officials and County Employees shall remit, within five (5) working days, of the return from the trip, a refund of any excess advance payment to the County. Upon a written request accompanied by a travel voucher the County Manager (Agency Head) may approve the County Commissioners, Elected Officials and county Employees travel advancement.

Within five (5) days of returning from said trip an agenda and/or documentation showing that the event was attended must be submitted to the Finance Department.

MISCELLANEOUS

Gratuities for meal service will be capped at 20% per meal ticket. If gratuity exceeds 20%, the employee will be required to reimburse the county for excessive tipping.

All regulations promulgated by the Department of Finance and Administration in Title 2, Chapter 42, Part 2, Regulations Governing the Per Diem and Mileage Act, which are not inconsistent with the regulations in this document, shall be in effect in Torrance County.

DONE, this 24th day of August 2011.

Attest:


County Clerk



TORRANCE COUNTY COMMISSION


Venessa Chavez-Gutierrez, Chair


Lonnie Freyburger, Member


Leanne Tapia, Member