



RESOLUTION NUMBER: 2019-39

ROOSEVELT COUNTY POLICY

Travel and Per Diem

Supersedes prior Resolution No. 2016-38 with regards to the Travel and Per Diem

WHEREAS, the Roosevelt County Board of Commissioners finds it necessary to address appropriate travel and per diem procedures conducted in a manner above reproach, with complete impartiality and without preferential treatment; and,

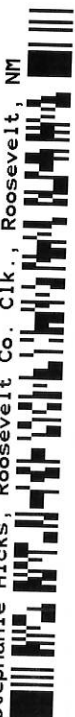
WHEREAS, the Roosevelt County Board of Commissioners recognizes that a Travel and Per Diem Policy for the Roosevelt County Government is for all County elected officials and employees to follow in all travel activities; and,

WHEREAS, The Roosevelt County Board of Commissioners desires to modify the existing policy that details those procedures of travel and per diem to which each elected official and employee is expected to adhere.

NOW, THEREFORE, BE IT RESOLVED, by the Roosevelt County Board of Commissioners that the following Travel and Per Diem Policy:

Per Diem, Mileage and Other Travel Regulations

- A. All Travel for Roosevelt County.** All travel for official County business shall be approved by the elected official or department head prior to commencement and shall be documented on the Travel Request and Voucher Form. All Travel Request and Voucher Forms need to be submitted to Finance within (seven) 7 business days upon arrival. The use of a County owned vehicle should always be the first option, if available for all County business approved travel.
- B. P-card Utilization.** If an employee travels, a Roosevelt County Purchase Card should be issued to book hotels and for meals. It is the responsibility of a department head(s) or elected official(s) to log the authorized use of the purchase card. Finance must have a signed Roosevelt County Purchasing Card Agreement on file for every employee and elected official.
- C. Actual Expenses in Lieu of Standard Per Diem Rates.** Actual expenses paid by an elected official or employee that are greater overall than the standard per diem rate may be reimbursed provided the following conditions are met:
 1. **Documentation** of paid receipts is required for all expenses and shall only be paid if incurred in the discharge of authorized County business. **Itemized** receipts for the actual meals and lodging expenses incurred, including room service charges must be submitted with Travel Request and Voucher Form. No reimbursement will be given without an itemized receipt.
 2. **Meal** payment will not exceed thirty (\$30) dollars for meals within a twenty-four (24) hour period for in-state and out-of-state travel. The 24-hour period begins at the date and time of departure from post of duty. The purchase of any alcoholic beverage(s) is an **unauthorized** purchase and will not be paid or reimbursed.



All gratuities are capped at eighteen percent (18%). [Section 10-8-4(K)(2) NMSA 1978 (1995 Repl. Pam.); [2.42.2.9 NMAC - Rn, DFA Rule 95-1, Section 4, 07/01/03; A, 01/15/04]

3. **Return from overnight travel**, on the last day of travel when overnight lodging is no longer required, partial day meal payment can be calculated. To calculate the number of hours in the partial day, begin with the time the traveler initially departed on the travel. Divide the total number of hours traveled by twenty four (24). The hours remaining constitute the partial day which shall be reimbursed as follows:
 - (a) for less than two (2) hours, none
 - (b) for two (2) hours but less than six (6) hours, twelve dollars (\$12.00)
 - (c) for six (6) hours or more, but less than twelve (12) hours, twenty dollars (\$20.00)
 - (d) for twelve (12) hours or more, thirty dollars (\$30.00)
 - (e) no reimbursement for actual expenses will be granted in lieu of partial day per diem rates. [2.42.2.9 NMAC - Rn, DFA Rule 95-1, Section 4, 07/01/03; A, 01/15/04]
4. **Lodging** shall be obtained at government rates or lower and shall not exceed the single occupancy room charge (including tax). In the event that the lodging expenses are in excess of two-hundred fifteen dollars (\$215.00) per night, traveler **must** obtain the signature of the County Manager **prior** to travel. Travel requests exceeding the two-hundred fifteen dollars (\$215.00) must be accompanied by supporting documentation of the county business travel. [2.42.2.9 NMAC - Rn, DFA Rule 95-1, Section 4, 07/01/03; A, 01/15/04]
5. **Loss of receipts**, under circumstances where the loss of receipts would create a hardship, and Affidavit of Lost Receipts Form may be substituted and is subject to approval by the Department Head or Elected Official and the County Manager. [2.42.2.12 NMAC - Rn, DFA Rule 95-1, Section 7, 07/01/03]

D. Standard Actual Other Expenses Reimbursed. Reimbursement will be made for standard actual expenses, other than per diem expenses, such as for taxi, airline or other transportation fares, parking fees, car rental, registration fees (not including lodging or meals), or the like provided such expenses are the most economically practical and are directly incurred in the discharge of authorized official County business. Receipts are required for reimbursement. [2.42.2.12 NMAC - Rn, DFA Rule 95-1, Section 7, 07/01/03]

E. Mileage - Private Conveyance - Reimbursement.

Elected officials and employees of Roosevelt County shall be reimbursed for travel by private conveyance in the discharge of official duties as follows:

1. Private-owned vehicle at a rate of eighty percent (80%) of the internal revenue service standard mileage rate set Jan. 1 of the previous year.
2. Mileage shall be reimbursed based strictly on distances shown on official Rand McNally road maps.
3. County vehicles shall be utilized whenever possible to conduct official business. If a county vehicle is not available, the County Manager may approve the use of a personal vehicle. Gasoline receipts are not a reimbursable item and under no circumstances shall a elected official or employee fuel a personal vehicle with county purchasing cards or fleet fuel cards in lieu of mileage computation.

F. Limitations to Travel Reimbursements. Any person who is reimbursed in an amount that singly or in the aggregate exceeds one thousand five hundred dollars (\$1500) in any one fiscal year shall not be entitled to further reimbursement until such person furnishes in writing to the County Commission an itemized statement on each separate instance of travel covered within such reimbursement, the place to which traveled and the purpose served by such travel.

G. Restrictions. Elected officials and employees are not entitled to any meal expenses for any travel less than eleven (11) hours in duration.

- H. Penalty.** If there are any amounts due to the County from an employee or elected official as a result of travel, a Travel Policy Violation Memo will be issued. Any elected official or employee who is in arrears to the County in any amount, must reimburse the County within thirty (30) days from the Travel Policy Violation Memo date. It is the responsibility of the employee or elected official to reimburse the County for any unauthorized charges to the P-Card. Any amount due to the County and not paid within 30 days will be subject to wage withholding from the next pay period. Possible personnel action, up to and including termination from County employment, and legal action can result from misuse of the P-Card.

Travel Vouchers and Procedures for Administration. Every request for travel reimbursement or travel advances of per diem, mileage, or other expenses authorized by provisions of this Policy shall be submitted on the Travel Request and Voucher Form and shall be consistent with this Policy, New Mexico State Statutes, and the rules and regulations of the NM Department of Finance and Administration.

The Roosevelt County Board of Commissioners may eliminate or may reduce the rates set for the per diem and mileage for all or any class of public officials and employees of the local public body at any time the local public body deems it to be in the public interest, and such reduction shall not be construed to permit payment of any other compensation, perquisite or allowance. The local public body shall exercise this power of reduction in a reasonable manner and shall attempt to achieve a standard rate for all public officers and employees of the same classification. [Section 10-8-5 NMSA 1978]

It shall be the responsibility of County Administration to properly administer this section of the Policy consistent with its provisions and consistent with its provisions and consistent with State laws and regulation.

Compliance with D.F.A. Rule. Any provision which is not addressed specifically in this Policy shall be in accordance with the most recent New Mexico Administrative Code and New Mexico State Statutes relating to reimbursement of elected officials and employees for travel expenses and attending meetings.

PASSED, ADOPTED AND APPROVED this 15th day of October, 2019.

ATTEST:

Stephanie Hicks

Stephanie Hicks, Roosevelt County Clerk

**BODY OF COUNTY COMMISSIONERS
ROOSEVELT COUNTY, NEW MEXICO**

Lewis (Shane) Lee
Lewis (Shane) Lee, Chairman – District III

Voted: ☒ Yes ☐ No ☐ Abstained

Matthew Hunton
Matthew Hunton, Vice Chairman – District II

Voted: ☒ Yes ☐ No ☐ Abstained

absent
Dennis Lopez– District I

Voted: ☐ Yes ☐ No ☐ Abstained

Tina Dixon
Tina Dixon – District IV

Voted: ☒ Yes ☐ No ☐ Abstained

Paul Grider
Paul Grider – District V

Voted: ☒ Yes ☐ No ☐ Abstained





TRAVEL REQUEST & VOUCHER

Revised 9/2019

Traveler Name _____ Dept/Office _____

Travel Destination & Purpose _____

Date & Time of Departure _____

Date & Time of Return _____ Total Hours _____

ACTUAL REIMBURSEMENT & P-CARD COSTS

Lodging _____ **Night(s) @** _____ **per night** **Total Lodging Cost \$** _____

- Cannot exceed \$215 per night, without **prior written approval** from County Manager-must be attached
- Attach itemized hotel receipt

Meals The following tables can be used to help determine meal costs.

- Cannot exceed \$30 per 24-hour period and tips are capped at 18%
- Use the date and time of departure to begin the 24-hour period calculation – a separate sheet can be attached
- Attach all **itemized meal receipts** in order by date and time, starting with Period 1 to Travel Voucher

a) Period	b) Day/Date Time(from)	c) Day/Date Time(to)	d) Total \$ Meal(s) per period	e) Allowed (per policy)	f) Amount Over 24-hr period/Policy
1				\$30	
2				\$30	
3				\$30	
4				\$30	
5				\$30	
6				\$30	
7				\$30	

Partial Day Period- when overnight lodging is required and exceeds 24-hour cycle or extended work day

- Divide the total number of hours traveled by 24, the hours remaining constitute the partial day following an **overnight**
- For hours beyond a **Normal Work Day (11 Hours) & overnight lodging is not required**, subtract 9 hours from total hours

	b)Day/Date Time(from)	c)Day/Date Time(to)	d)Total receipts	e)# of Hours	f) Rate	g)Amount over policy
Less than 2 Hours					\$0	
More than 2 Hours but less than 6					\$12	
More than 6 Hours but less than 12					\$20	
More than 12 Hours					\$30	

Total Meal(s) Cost \$ _____
(All Colum (d) Totals)

Transportation, taxi, parking, airline, other transportation **Transportation Cost \$** _____

Personal Auto Mileage _____ **Miles @** _____ **Total Mileage Cost \$** _____

(Must include Rand-McNally road mileage calculator print out of destination points- randmcnally.com)

Total Travel Cost \$ _____

Approvals	Signatures	Date
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Dept/Elected Official _____

Finance _____

County Manager _____

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Stephanie Hicks, Roosevelt Co. Clk., Roosevelt, NM





Roosevelt County Purchasing Card User Agreement

Requirements for Use

The Purchasing Card is to be used only to make purchases at the request of, and for the legitimate business benefit of Roosevelt County. I understand that under no circumstances may the Purchasing card be used to make personal purchases, either for myself or for others.

I understand that I am making financial commitments on behalf of Roosevelt County and I will strive to obtain the best value for Roosevelt County. All receipts will be turned in to the Finance Office after the Elected Official or Department Head has reviewed and approved. In the event a receipt is lost and the vendor is unable to provide a duplicate, the employee will be required to complete a lost receipt affidavit.

I understand that any violations of the Travel Policy that require reimbursement to the County due to exceeding allowed expenses will be subject to payroll deduction if the County has not received reimbursement within the allowed 30 day period per Policy.

I have been given a copy of the Roosevelt County Purchasing Card Policy and Procedures and the Travel Policy. Failure to comply with the Purchasing Card Policies and/or the Travel Policy may result in disciplinary action, cancellation of card privileges, and possible termination of employment. In the event an employee or elected official voluntarily terminates their employment before all excess sums charged have been reimbursed to County, County shall have a right to maintain a civil action to recover any outstanding sum and shall also be entitled to recovery of its' attorney fees incurred in collecting such sums.

Employee Acknowledgement _____ Date _____

Department Head
or Elected Official Authorization _____ Date _____

Finance Approval _____ Date _____





Finance
109 West 1st Street • Portales, NM 88130

AFFIDAVIT FOR LOST RECEIPTS
Travel and Per Diem

I, _____ certify that actual receipts for expenses in the amount of
(print name)

\$ _____ incurred while in the conduct of business for the County of Roosevelt, State of New Mexico, was lost.

Travel Dates	Lodging Expenses	Meal Expenses	Other Expenses

Employee Signature

Date

Elected Official/Dept. Head Signature

Date

County Manager Signature

Date



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Stephanie Hicks, Roosevelt Co. Clk., Roosevelt, NM

