

## **Central Consolidated Schools Out-of-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 traveler. 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.

Note: Purchasing card may be used only for registration, airfare and hotel room. Employee must be prepared to check in to hotel with personal credit card for all incidentals.

1. Receive notification of meeting or workshop flyer
2. Discuss need for attendance with principal or department director
3. Schedule attendance by:
  - a. Completing district Travel Request Form—part A and estimate for part C
  - b. Discussing need to attend conference with supervisor

- c. Obtaining supervisor approval (Supervisor must discuss and obtain Superintendent's agreement as to the need for this travel.) (Note: if using program funds, program manager approval must also be obtained.)
4. With secretary's assistance, determine best pricing for hotel and airfare.
5. Make reservations using school or department purchasing card.
6. Create requisitions for registration, airfare and hotel using quoted rates (Note: registration P.O. should be directly to vendor) (See Creating a Requisition procedure and Setting up a new Vendor procedure if vendor is not in Visions).
7. Create separate requisition for employee for reimbursement of incidentals. (Note: only 1 bag check fee round trip may be reimbursed and must be charged to personal credit card.)
8. Three days prior to departure, obtain purchasing card to be used from site secretary or Purchasing Department.
9. Complete BOA Travel Notification Form (on First Class), scan and e-mail to Purchasing Specialist so that Bank of America can be notified of upcoming out-of-state travel.
10. Upon returning from workshop or conference, complete Travel Request Form, part C, as well as Purchasing Card Travel Voucher (on First Class).
11. Attach copies of both P.O.s and all receipts to Travel Request Form. (Lost receipts will not be reimbursed.)
12. Hold Purchasing Card Travel Voucher to submit as BOA charges are reported on BOA itemized statement.
13. Obtain supervisor signature authorizing payment.
14. Deliver all documentation to Accounts Payable within 5 days of return from trip.
15. Accounts Payable will process for reimbursement according to regulations stipulated on reverse side of Travel Request Form.
16. As related charges appear on BOA invoice, secretary obtains signed copy of Purchasing Card Travel Voucher from traveler (note: charges may appear over the course of several months and the Travel Voucher form must be submitted with an original signature for each month's BOA invoice. (See Purchasing Card Travel Voucher procedure.)

## 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*