

RUIDOSO MUNICIPAL SCHOOLS



OVERNIGHT TRAVEL - LODGING

Pursuant to 2.42.2.9 B(1) NMAC Actual reimbursement for lodging: A public officer or an employee may elect to be reimbursed actual expenses for lodging not exceeding the single occupancy room charge (including tax) in lieu of the per diem rate set forth in 2.42.2.8 NMAC. Whenever possible, public officers and employees should stay in hotels which offer government rates. Agencies, public officers or employees who incur lodging expenses in excess of \$350.00 per night must obtain the signature of the agency head or chairperson of the governing board on the travel voucher prior to requesting reimbursement and on the encumbering document at the time of encumbering the expenditure.

**** Ruidoso Municipal School District sets that rate at \$250.000 per night**

I hereby grant employee(s) that are attending professional development opportunities to reserve hotel room(s) that exceed \$250.00 per night.

Printed Name

Signature

Date