Professional Development TRAVEL and PER DIEM

Ruidoso Municipal School District (RMSD) provides reimbursement for Travel and Per Diem in accordance with 2.42.2 NMAC and Ruidoso School policy.

RMSD employees are entitled to reimbursement of registration fees, mileage, per diem and other costs associated with **authorized** trips for official RMSD business. **Travel is to be approved in advance of trip and is based on assigned "duty station".**

In-State and Out-of-State Travel:
All in-state and out-of-state travel requires **prior** approval by the person's Supervisor. This approval is requested on the **Travel Request Form** (Exhibit #1). The purpose of the trip must be justified and all estimated cost associated with the trip must be listed if reimbursement is expected. Conference agenda, name badge or attendance certificate and any other pertinent supporting documentation of the event must accompany a signed Travel Request Form. Upon return, staff will submit a completed and signed **Reimbursement Request Form** (Exhibit #2) to Accounts Payable, within 30 days of return travel, for verification of expenditures incurred. Upon verification, Accounts Payable will process the **Reimbursement Request Form** within 30 days of approval.

- It is the responsibility of the Supervisor to ensure budget is available prior to travel request and associated purchase orders are in place
- Per Diem reimbursement is not allowed on same day travel, only on overnight travel that is a minimum of 50 miles away from base
- Reimbursements are based on a 24-hour period i.e. – leave at 3:00, 24 hours is 3:00 the next day, at a rate of $70 per 24 hour period
    - Any tips are inclusive of the rate
- An employee may be reimbursed for the following miscellaneous expenditures provided that receipts for all such expenses are attached to the Reimbursement Request Form:
    - Taxi or other transportation
    - Parking fees;
        - no valet unless there are no other options
        - no parking garage fees unless there are no other options
- Any Miscellaneous expenditure related to the travel may be reimbursable, i.e. airport parking. Receipts are required for reimbursement
    - A **Lost Receipt Affidavit** (Exhibit #3) will be filled out in the event a receipt is lost, but is not guaranteed to be approved for reimbursement.
- Ruidoso Finance department is currently still requesting the submission of Itemized receipts even though it is not currently a requirement.
- RMSD will reimburse mileage only if a school vehicle was not available and prior approval was received. It will be based off of 1st - Google Maps mileage calculator or 2nd – odometer readings.
    - Mileage Reimbursement will not be paid for personal travel, only that associated with the approved professional development
- Non-reimbursable: mileage for coming / going for personal affairs, housekeeping tips, bell boy tips
- If an employee takes authorized leave or non-contract hours in conjunction with approved business travel, return day per diem shall not be allowed for that day unless authorized in writing by the Supervisor prior to travel or in extenuating circumstances.
- All efforts will be made to minimize travel expenses.
- In the event the employee is unable to attend, it is the employee's responsibility to cancel any associated arrangements that were made. Any incurred expenditures associated with the travel will be required to be reimbursed to RMSD if the employee

is unable to attend. Included, but not limited to, airfare, advanced lodging payment, registration fees...

- In the event an outside organization pays an employee per diem for a trip, the employee shall not seek additional per diem from RMSD. An employee is not allowed to be reimbursed twice for per diem or mileage for the same event.

Travel Advances

Upon written request accompanied by a Travel Expense Request Form, the Superintendent may approve an employee's request to be advanced up to 80% of per diem rates and mileage costs.

EXHIBIT #1

Ruidoso Municipal School District
Travel Request Form

PO#: **12345**

Name: Joe Money
Title: PSAT Coordinator
Location: Nowhere HS

Destination: ABQ
Purpose of Trip: PSAT Conference / Annual Training
Dates of Travel: 5/10-12/2025
Estimated Cost: $160.00

Account Code: **11000.2300.53330.0000.036139.0000.0000.0000**

School Vehicle
Y / N N

Note: If School Vehicle is available, you will not be reimbured mileage unless prior Business Office approval is received

Mileage Approved: ____________________
Business Office Signature

Comments/Info: this is a required Annual Training

____
Submitted By / Date

SIGNATURES REQUIRED

←--------------------------

____
Approval Signature / Date

Out of State Travel

____
Superintendent / Date

*** No Travel will be reimbursed without prior approval & Purchase Order in place**

*** Upon return, make sure all required documents are attached to your Reimbursement Request**

- agenda, ITEMIZED receipts, AND attendance certificate, sign-in sheet or attendance badge

Revised 7/2025

EXHIBIT #2

Ruidoso Municipal School District
Itemized Schedule of Travel Expenses

Name:	Joe Money
Title:	PSAT Coordinator
Location:	Nowhere HS
PO#:	12345
Destination:	ABQ
Purpose of Trip:	PSAT Conference / Annual Traning

Complete AFTER travel - Must attach approved Travel Request form, agenda, attendance certificate or badge, or sign in sheet
Attach itemized meal receipts

	Per Diem $70 per 24 hrs
DEPARTURE DATE & TIME	5/10/25 8:00 am
RETURN DATE & TIME	5/12/25 5:30 pm

District Office Use only

# of 24 hrs	2
x $70	$140.00

include any Miscellaneous expendtitures for reimbursement (receipts required)

DATE	Description of Expense	Miscellaneous Amount	TOTAL
5/10/25 0:00	**Convention Center parking fee**	**20.00**	**20.00**
5/11/2025	**Convention Center parking fee**	**20.00**	**20.00**
5/12/2025	**Convention Center parking fee**	**20.00**	**20.00**
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
		Total Misc Reimb Requested:	**60.00**

**** I attest that I am not being reimbursed to travel or to this event by any other agency.

Payee Signature: ______________________ Date: __________

Supervisor Signature: ______________________ Date: __________

District Office Use only

COMMENTS

AMOUNT TO BE REIMBURSED: **$200.00**

EXHIBIT #3

LOST RECEIPT AFFIDAVIT

DEPARTMENT OF FINANCE AND ADMINISTRATION
RUIDOSO MUNICIPAL SCHOOLS
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 State of New Mexico, were lost.

Travel Dates	Lodging Expenses	Meal Expenses	Other Expenses

____
Employee Signature

____
Date

____
Administrator Signature

____
Date

REF: 2.42.2.12 REIMBURSEMENT FOR OTHER EXPENSES:

B. Receipts required: Public officers and employees may be reimbursed for the following expenses provided that receipts for all such expenses are attached to the reimbursement voucher:
(5) Under circumstances where the loss of receipts would deny reimbursement and create a hardship, an affidavit from the officer or employee attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the travel voucher and include the signature of the agency head or governing board.