



## Department of Information Technology

TITLE: *Travel Request & Per Diem Policy*

POLICY NUMBER: *DoIT-361-019-A Version 2.0*

POLICY OWNER: *Chief Financial Officer*

POLICY SPONSOR: *Secretary Ackley*

AGENCY: 361

ISSUE DATE: 7/2/2007

EFFECTIVE DATE: 06/30/2012

REVISED DATE: 06/30/2012

NEXT REVIEW DATE:

12/31/2012

### 1. AUTHORITY

- 1.1 New Mexico State Statue 9-27 INMSA 1978 Department of Information Technology Act.
- 1.2 New Mexico State Statue Section 6-5-2. NMSA 1978 Regulations Governing the Per Diem and Mileage Act.”

### 2. REFERENCES

- 2.1 Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199.
- 2.2 Public Records Act, NMSA 1978, Section 14-3-1 et seq.
- 2.3 Department of Finance and Administration (DFA) Rule 95-1.
- 2.4 State of New Mexico Manual of Model Accounting Practices
- 2.5 State Personnel Board Rule, 1 NMAC 7, 11 Discipline

### 3. PURPOSE:

The purpose of the Travel Request and Per Diem Policy is to present the Department of Information Technology employees with guidelines and structure for business related travel reimbursement and per diem.

### 4. SCOPE

- 4.1 All employees of the Department and personnel under contract with the Department.

## 5. BACKGROUND

N/A

## 6. DEFINITIONS

- 6.1 Agency: A department, commission, board, or institution of the State of New Mexico.
- 6.2 Actual Method: Reimbursement of actual receipts.
- 6.3 Agency Cashier: The Department Accounts Receivable employee assigned to receive funds due to the Department.
- 6.4 Approved Rate Method: Reimbursement of approved rates defined in the Regulations Governing the Per Diem and Mileage Act.”
- 6.5 ASD: Administrative Service Division
- 6.6 Business Related Travel: Travel for the purpose related to work required by the Department.
- 6.7 Contractor: A person that is not a state payroll employee and has an active contract with the DoIT.
- 6.8 Department: Department of Information Technology
- 6.9 DoIT: Department of Information Technology
- 6.10 Employee: State of New Mexico employee(s) who work for the Department of Information Technology.
- 6.11 Per Diem: A daily allowance for expenses incurred while conducting state business .
- 6.12 Reimbursement: Compensation for out-of pocket expenses.
- 6.13 Travel: Business Related Travel

## 7. POLICY

- 7.1 The Department shall comply with the New Mexico State Statue Section 6-5-2. NMSA 1978 Regulations Governing the Per Diem and Mileage Act.”
- 7.2 Reimbursement for lodging and meals shall only be paid by the Approved Rates Method or the Actual Method. Per Business Related Trip only one method of reimbursement shall be used.

- 7.3 Employees shall maintain detailed records for all travel related expenses in accordance with the Regulations Governing the Per Diem and Mileage Act.
- 7.4 For lost or misplaced receipts Employee shall obtain an Affidavit of Lost Receipts for reimbursement.
- 7.5 Cost of alcoholic beverages, tobacco products and entertainment is an unallowable cost and will not be reimbursed.
- 7.6 Employees required to travel within the state, must complete the "Internal Purchase Request Form" and must obtain Division Director Approval, budget bureau approval prior to traveling.
- 7.7 Employees required to travel out of state must use the agency, "Internal Purchase Request Form" and must obtain Division Director Approval, budget bureau approval and final approval by the Department Secretary or designee prior to traveling.
- 7.8 Employees requesting a travel advance shall complete the "Internal Purchase Request form" plus the "Itemized Schedule of Travel Expenses form". The request for travel advance shall not be submitted more than two weeks prior to first day of travel.
- 7.9 When an employee has received a travel advance and recoupment is due to the Department; the employee must submit the request for reimbursement within five days from the last day of travel to Agency Cashier.
- 7.10 Travel arrangements are the sole responsibility of the employee.
- 7.11 Employee that drives out-of-state and utilize a state owned vehicle must receive approval from the Division Director and Department Secretary prior to departure.
- 7.12 Employee must submit requests for travel reimbursement within five days from the last day of travel.
- 7.13 The Department Accounts Payable Unit must maintain records of travel advances and shall be the Source-of-Record.
- 7.14 The Department Accounts Payable Unit shall collect or pay all outstanding amounts prior to fiscal year-end.
- 7.15 Per Diem reimbursement for conferences or workshops/seminars held within sixty miles of the employee's legal residence or designated post of duty shall begin the morning of the date of the training.

**8. PROCEDURES**

Procedures for the Travel Request and Per Diem Policy will be found in *DoIT-361-019-B*.

**9. FORMS**

Forms related the Travel and Per Diem Policy will be found in *DoIT-361-019-C*.

**10. MANAGEMENT:**

- 10.1 The Department Secretary has the authority to allow exceptions to this policy.
- 10.2 Appropriate and timely notification will be made regarding change(s) in policy or procedures, as deemed appropriate by the Secretary of DoIT.
- 10.3 Each reported infraction of this policy will be handled on it's own merit and may be subject to disciplinary action in conjunction with the State Personnel Board Rule, 1 NMAC 7, 11 Discipline.
- 10.4 The Department will review this policy annually in accordance with the DoIT Policy Management Plan.

**11. APPROVAL:**



Darryl Ackley, Secretary  
Department of Information Technology

25 JUN 12

Date