

*Be it remembered that at the Regular Meeting of the Board of County Commissioners of Luna County in Deming New Mexico, on the 10<sup>th</sup> day of November 2021, the following proceedings were had and entered of record.*

## **RESOLUTION 21-74**

### **PROCUREMENT POLICY AMENDMENT**

**WHEREAS**, the Board of County Commissioners of Luna County enacted the Luna County Procurement Policy on June 8, 2017, to establish appropriate purchasing procedures;

**WHEREAS**, the Board of County Commissioners of Luna County enacted the Luna County Procurement Policy Amendment on April 9, 2020, to amend Sections 2.7A and 2.7B of the purchasing procedures;

**WHEREAS**, the Board of County Commissioners of Luna County insists on maintaining the integrity of all Luna County purchases and expenditures but recognizes that the Luna County Procurement Policy needs to be amended, within the confines of the New Mexico Procurement Code, Section 13-1-28 through 13-1-199, NMSA 1978 and the New Mexico Mileage and Per Diem Act, Section 10-8-1 through 10-8-8, NMSA 1978, and

**WHEREAS**, the Luna County Procurement Policy, as amended herein, will continue to apply to all travel, purchasing and procurement activities of all Luna County Elected Officials, Department Directors and employees.

**NOW, THEREFORE, BE IT RESOLVED** that the following subsections shall be substituted as follows, with all other provisions of the Policy remaining in full force and effect:

#### **SECTION VII: REIMBURSEMENT OF PUBLIC OFFICIALS AND EMPLOYEES FOR TRAVEL EXPENSES AND ATTENDING MEETINGS**

A county employee or officer may elect to use a Luna County issued Purchase card (P-Card) for actual expenses incurred while traveling on official business. Actual itemized receipts must accompany the monthly expense report. The following limits apply while using your P-Card for travel:

Lodging: Standard GSA government rate as determined by destination of travel. County Manager must approve any amounts higher than the standard GSA rate for lodging prior to travel.

Limit for meals:

\$55 maximum for every 24-hour period traveling in state (meals only)

\$55 maximum for every 24-hour period traveling out of state (meals only)

Tips: Employees may tip for meals up to a maximum of \$6.00 for every 24-hour period. This amount is above the provided limit for meals.

Limit for return from overnight travel (partial day):

Up to \$18 for 2.00 to 5.99 hours beyond the last 24-hour period (meals only)

Up to \$40 for 6.00 to 11.99 hours beyond the last 24-hour period (meals only)

A county employee or officer may elect to receive per diem without regard to whether expenses are actually incurred.

**Overnight Travel Per Diem Rates:**

\$151 within the state but away from home (meals and lodging)

\$194 in Santa Fe (meals and lodging)

\$151 outside the state on official business, or,

not to exceed \$215 when \$151 is inadequate to that geographical area out of State, *or actual* (only when more affordable lodging is unavailable or impractical, and only with prior approval of LCBCC/County Manager) (meals and lodging)

**Non-Overnight Travel Per Diem Rates for number of hours worked above 8 in a 9-hour period:**

Up to \$18 for 2.00 to 5.99 hours beyond the normal work day (meals only)

Up to \$40 for 6.00 to 11.99 hours beyond the normal work day (meals only)

Up to \$55 for 12.00 hours or more beyond the normal work day (meals only)

Up to \$55 for 12.00 hours or more beyond the normal work day, out of state (meals only)

A county employee or officer may elect to receive reimbursement of actual expenses in lieu of per diem rates. Actual itemized receipts must accompany the reimbursement request. Employee must obtain County Manager or designee approval for any lodging above the Standard GSA government rate (prior to travel date). If the employee chooses to receive actual reimbursement instead of receiving per diem, the following limits apply.

Lodging: Standard GSA government rate as determined by destination of travel. County Manager must approve any amounts higher than the standard GSA rate for lodging prior to travel.

**Limit for meals:**

\$55 maximum for every 24-hour period traveling in state (meals only)

\$55 maximum for every 24-hour period traveling out of state (meals only)

**Limit for return from overnight travel:**

Up to \$18 for 2.00 to 5.99 hours beyond the last 24-hour period (meals only)

Up to \$40 for 6.00 to 11.99 hours beyond the last 24-hour period (meals only)

**Limit for meals for non-overnight travel (for the number of hours worked above 8, in a 9-hour period):**

Up to \$18 for 2.00 to 5.99 hours beyond the normal work day (meals only)

Up to \$40 for 6.00 to 11.99 hours beyond the normal work day (meals only)

**Actual reimbursement for mileage:**

80% of The Internal Revenue Service ("IRS") standard mileage rate set January 1<sup>st</sup> of the previous year for each mile traveled in a privately-owned vehicle, and only with prior approval of LCBCC/County Manager.

**Miscellaneous Other Expenses:** Reasonable expenses for ordinary and necessary business costs with approval of the Department head.

Travel advances are authorized by the Board in hardship cases approved by the County Manager, for no more than 80% of the anticipated per diem costs, for trips lasting more than 3 days (72 hours) but less than 7 days. Any refunds or overages shall be repaid within 5 working days of return. Travel advances may also be authorized for approved out of state travel. Requests for travel advances shall be made in writing at least 2 weeks in advance of the proposed travel.

Done at Deming, New Mexico this 10<sup>th</sup> day of November, 2021.

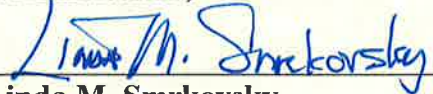
Luna County Board of County Commissioners

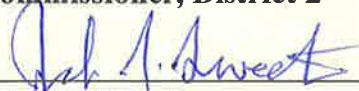
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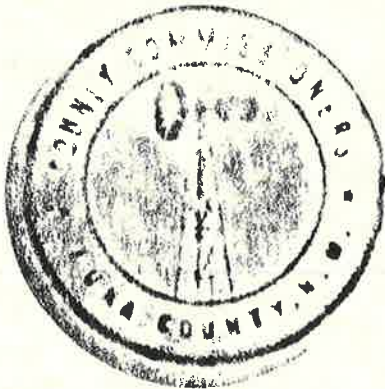
  
Berenda L. McWright, County Clerk

ABSENT

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Barbara L. Reedy, Chair  
Commissioner, District 1

  
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Linda M. Smrkovsky,  
Commissioner, District 2

  
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John S. Sweetser,  
Commissioner, District 3



## State of New Mexico Per Diem Rates

As Published by DFA on May 1, 2021

Per Diem Rate for Overnight Travel	FY21	FY22
In-State	85.00	151.00
In-State - County of Santa Fe (Special Area)	135.00	194.00
Out-of-State	115.00	151.00
<i>With the exception of Santa Fe County, per diem rates are set at the standard GSA rate.</i>		
Meal Rates for Actual Reimbursements	FY21	FY22
In-State	30.00	55.00
Out-of-State	45.00	55.00
<i>Note: Meals are only reimbursable when using approved actual rates (per 24-hour period)</i>		
Partial Day/Return from Travel/Same Day	FY21	FY22
less than 2 hours	-	-
2 hours but less than 6	12.00	18.00
6 hours but less than 12	20.00	40.00
12 hours but less then 24	30.00	55.00
<i>The Travel &amp; Per Diem Act allows for actual reimbursement when per diem rates are insufficient.</i>		