

Be it remembered that at the Regular Meeting of the Board of County Commissioners of Luna County in Deming New Mexico, on the 9th day of June 2022, the following proceedings were had and entered of record.

RESOLUTION 22-43

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, fixed assets and travel 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 regarding purchasing dollar limits;

WHEREAS, the Board of County Commissioners of Luna County enacted the Luna County Procurement Policy Amendment on November 10, 2021, to amend Section VII: Reimbursement of Public Officials and Employees for Travel Expenses and Attending Meetings;

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:

\$59.00 maximum for every 24-hour period traveling in state (meals only)

\$59.00 maximum for every 24-hour period traveling out of state (meals only)

Gratuities: Employees may tip for meals up to a maximum of twenty percent (20%) of the meal cost for every 24-hour period. This amount is above the provided limit for meals.

Limit for return from overnight travel (partial day):

Up to \$20.00 for 2.00 to 5.99 hours beyond the last 24-hour period (meals only)

Up to \$42.00 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:

\$155.00 within the state but away from home (meals and lodging);

\$202.00 in Santa Fe County (Special Area) (meals and lodging);

\$155.00 outside the state on official business.

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

Up to \$20.00 for 2.00 to 5.99 hours beyond the normal work day (meals only)

Up to \$42.00 for 6.00 to 11.99 hours beyond the normal work day (meals only)

Up to \$59.00 for 12.00 hours or more beyond the normal work day (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:

\$59.00 maximum for every 24-hour period traveling in state (meals only)

\$59.00 maximum for every 24-hour period traveling out of state (meals only)

Limit for return from overnight travel:

Up to \$20.00 for 2.00 to 5.99 hours beyond the last 24-hour period (meals only)

Up to \$42.00 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 \$20.00 for 2.00 to 5.99 hours beyond the normal work day (meals only)

Up to \$42.00 for 6.00 to 11.99 hours beyond the normal work day (meals only)

Reimbursement for mileage:

80% of The Internal Revenue Service ("IRS") standard mileage rate set January 1st of the previous year for each mile traveled in a privately-owned vehicle, and only with prior approval of LCBCC/County Manager. For FY 2023 the mileage reimbursement rate is \$0.47 per mile (\$0.585 x 80%).

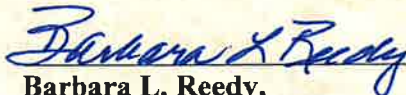
Miscellaneous Other Expenses: Reasonable expenses for ordinary and necessary business costs with approval of the Department head.

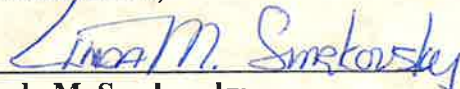
Travel advances are authorized by the Board in hardship cases approved by the County Manager, for no more than 80% of the anticipated per diem costs, for trips lasting more than 3 days (72 hours) but less than 7 days. Any refunds or overages shall be repaid within 5 working days of return. Travel advances 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.

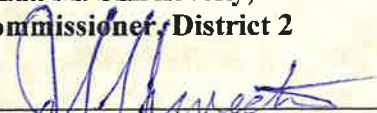
Done at Deming, New Mexico this 9th day of June, 2022.

Luna County Board of County Commissioners

ATTEST:


Barbara L. Reedy,
Commissioner, District 1


Linda M. Smrkovsky,
Commissioner, District 2


John S. Sweetser,
Commissioner, District 3


Berenda L. McWright, County Clerk

