

AMENDED RESOLUTION NO. 16-42
LUNA COUNTY
MILEAGE AND PER DIEM POLICY

WHEREAS, Section 10-8-4 NMSA 1978 (being Laws 1963, Chapter 31, Section 3, as amended) is amended to read: "10-8-4. PER DIEM AND MILEAGE RATES—IN LIEU OF PAYMENT.—

WHEREAS, this rule establishes rates, conditions, limitations, local discretion, and other criteria for payment of per diem, mileage and other expenses for local public bodies,

THEREFORE, BE IT RESOLVED, that the Luna County Board of County Commissioners hereby adopt Section 10-8-4 NMSA 1978 Chapter 31, Section 3, as amended by HB 336, signed into law on April 7, 2009, and effective January 10, 2013, with the following local regulations governing actual expenses. The County Manager shall be the Boards' designee for administration purposes and shall have the authority to enforce and administer all provisions herein, including travel advances and actual reimbursement in lieu of per diem.

RESOLUTION 16-42
LUNA COUNTY REIMBURSEMENT ALLOWANCES AND TRAVEL ALLOWANCES

- 1.0 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 receipts must accompany the monthly expense report. Employee must obtain County Manager or designee approval for any lodging above the base rate (prior to travel date). The following limits apply while using your P-Card for travel:

Limit for lodging (base rate – does not include taxes and fees):

- \$85 / night - within the state but away from home (lodging only).
- \$135 / night - in Santa Fe (lodging only)
- \$115 / night - outside the state on official business, or,
not to exceed \$215 when \$115 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 County Commission/County Manager) (lodging only)

Limit for meals:

- \$30 maximum for every 24 hour period traveling in state (meals only)
- \$45 maximum for every 24 hour period traveling out of state (meals only)

Return from overnight travel:

- \$12 for 2.00 to 5.99 hours beyond the last 24 hour period (meals only)
- \$20 for 6.00 to 11.99 hours beyond the last 24 hour period (meals only)

Non-Overnight travel Partial limit for meals for number of hours worked above 8, in a nine hour period:

- \$12 for 2.00 to 5.99 hours beyond the normal work day (meals only)
- \$20 for 6.00 to 11.99 hours beyond the normal work day (meals only)

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

Overnight travel Per Diem Rates:

- \$85 within the state but away from home (meals and lodging)
- \$135 in Santa Fe (meals and lodging)
- \$115 outside the state on official business, or,
not to exceed \$215 when \$115 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 County Commission/County Manager) (meals and lodging)

Non-Overnight travel Per Diem Rates for number of hours worked above 8, in a nine hour period:

- \$12 for 2.00 to 5.99 hours beyond the normal work day (meals only)
- \$20 for 6.00 to 11.99 hours beyond the normal work day (meals only)
- \$30 for 12.00 hours or more beyond the normal work day (meals only)
- \$45 for 12.00 hours or more beyond the normal work day, out of state (meals only)

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

Actual reimbursement for lodging (base rate – does not include taxes and fees):

\$85 / night - within the state but away from home (lodging only).

\$135 / night - in Santa Fe (lodging only)

\$115 / night - outside the state on official business, or,

not to exceed \$215 when \$115 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 County Commission/County Manager) (lodging only)

Actual reimbursement for meals:

\$30 maximum for every 24 hour period traveling in state (meals only)

\$45 maximum for every 24 hour period traveling out of state (meals only)

Actual reimbursement for meals when returning from overnight travel:

\$12 for 2.00 to 5.99 hours beyond the last 24 hour period (meals only)

\$20 for 6.00 to 11.99 hours beyond the last 24 hour period (meals only)

Non-Overnight travel Partial limit for meals for number of hours worked above 8, in a nine hour period

\$12 for 2.00 to 5.99 hours beyond the normal work day (meals only)

\$20 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 1st of the previous year for each mile traveled in a privately owned vehicle, and only with prior approval of County Commission/County Manager.

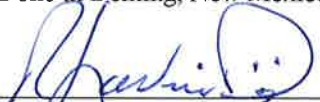
Miscellaneous Other Expenses:

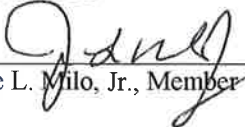
Reasonable expenses for ordinary and necessary business costs with approval of the Department head.

4.0 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 8th Day of September, 2016

LUNA COUNTY BOARD OF COUNTY COMMISSIONERS,


R. Javier Diaz, Chairman


Joë L. Milo, Jr., Member


Linda M. Smrkovsky, Member

ATTEST: 
Andrea Rodriguez, COUNTY CLERK

