



MID-REGION COUNCIL OF GOVERNMENTS OF NEW MEXICO

**TRAVEL REGULATIONS  
FOR EMPLOYEES AND PUBLIC OFFICERS**

Effective March 30, 2023

## TABLE OF CONTENTS

<u>PART</u>		<u>PAGE</u>
I.	Purpose .....	1
	Definitions .....	1
	A. Employee .....	1
	B. IRS Standard Mileage Rate .....	1
	C. Public Officer .....	1
	D. Travel .....	1
	E. Travel Voucher .....	1
II.	General Policy .....	1
	Members Serving in Dual Capacities .....	1
III.	Responsibility for Administration .....	1
IV.	General Rules and Regulations .....	2
	A. Travel Time .....	2
	B. Transportation and Payment .....	2
	C. Mode of Transportation .....	2
	1. MRCOG Vehicle .....	2
	2. Private Vehicle .....	2
	3. Airline Reservations .....	3
	4. Miscellaneous Expenses .....	3
	5. Rental Cars and Other Shuttle Vehicles .....	4
	D. Non-Transportation Items .....	4
	1. Overnight Travel .....	4
	a. Per Diem .....	4
	b. Actual Reimbursement for Lodging .....	4
	c. Actual Reimbursement for Meals .....	5
	d. Receipts Required .....	5
	2. Return from Overnight Travel .....	5
	3. Travel Without Overnight Lodging .....	5
	4. Conference Fees .....	5
	5. Telephone, Faxes and Wi-Fi .....	7
V.	Reimbursement of Employees or Public Officers for Expenses Incurred on Behalf of Others .....	6
VI.	Payment of Travel Expenses .....	6
	A. Travel Advances .....	7
	B. Travel in Conjunction with Other Leave .....	7
	C. Illness or Emergency While on Travel .....	7
VII.	Reimbursement of Moving Expenses for New Employees .....	7
	Attachment A – Travel Authorization .....	9
	Attachment B – Travel Voucher With Lodging (Per Diem) .....	10
	Attachment C – Travel Voucher With Lodging (Actual Expenses) .....	11
	Attachment D – Travel Voucher Without Lodging .....	12
	Attachment E – Request for Reimbursement .....	13
	Attachment F – Mileage Voucher .....	14
	Attachment G – Affidavit for Lost Receipts .....	15
	Attachment H - MRCOG Travel Report .....	16

I. Purpose

To provide guidelines for authorization of travel and payment of travel expenses for MRCOG employees and public officers.

Definitions

- A. "Employee" means a person who is an employee of the MRCOG and whose salary is paid either completely or partially from public money.
- B. "IRS standard mileage rate" means the Internal Revenue Service standard mileage rate set January 1 of the current year.
- C. "Public officer" means any member of the MRCOG Board of Directors who is an elected or appointed officer of a governmental entity.
- D. "Travel" means being on official business at least 50 miles from home **and** at least 50 miles from the MRCOG offices (for public officials at least 50 miles from their place of representation (i.e., City Hall, County Court House, etc.).
- E. "Travel Voucher" means a payment voucher submitted for the purpose of claiming reimbursement for travel expenses. (See Attachments B, C and D for form of Travel Vouchers).

II. General Policy

It shall be the policy of MRCOG to reimburse employees and public officers for travel expenses incurred in the conduct of official MRCOG business in accordance with §§10-8-1 to 10-8-8 NMSA 1978 and state rule 2.42.2 NMAC, Regulations Governing the Per Diem and Mileage Act. Employees and public officers have the responsibility to exercise good judgment regarding expenses to ensure that they are reasonable and necessary for travel.

Authorization for travel shall be only for official MRCOG business, including conferences, conventions, and other functions from which MRCOG derives a specific benefit through attendance by the employee or public officer. Only that travel which serves a useful purpose and is necessary and advantageous to MRCOG is to be approved.

Non-exempt employees shall be paid for travel time and 8 hours each day for attendance of conference events. Travel time is the elapsed time it takes from leaving home or office to arrival at hotel or function and vice versa for travel to home from event location. For days of the event, time worked shall be 8 hours per day. After hour events, such as banquets and networking events will not be considered time worked. Any exceptions must be approved by the Executive Director.

Members Serving in Dual Capacities. Non-salaried public officers who also serve as public officers or employees of state agencies or local public bodies may receive travel reimbursement from only one public entity for any travel or meeting attended.

III. Responsibility for Administration

The Executive Director is responsible for the administration of all travel. The Executive Director will authorize all in-state and out-of-state travel for employees and public officers (See Attachment A for form of Travel Authorization). Expenditures for travel shall be within the approved budget.

IV. General Rules and Regulations

A. Travel Time

Travel time is limited to the actual dates of a function plus reasonable travel time for in-state travel or actual flight times for out-of-state travel. If an employee desires travel time beyond the amount allowed, such time is accounted for as vacation leave or leave without pay. For purposes of determining a 24-hour period, official travel begins and ends with actual function dates plus travel time.

B. Transportation and Payment

Payment for the use of any particular mode of transportation is approved by the Executive Director based upon the least total cost to MRCOG. If an employee or public officer chooses to use a private means of transportation, the employee or public officer shall not be reimbursed more than coach air fare. Further, the reimbursement for travel in private vehicles shall not exceed the amount that would be paid based upon air travel to and from the same destination or mileage rates, whichever is less.

C. Mode of Transportation

1. MRCOG Vehicle

A MRCOG vehicle should be used for official MRCOG business within the city limits or outside of the city whenever possible.

If it is necessary to purchase gasoline, oil, or any other items for a MRCOG vehicle, the traveler should request reimbursement for such purchases with receipts attached (see Attachment E for form of Request for Reimbursement). **The Executive Director shall approve the use of MRCOG vehicles for out-of-state travel prior to the trip.**

## 2. Private Vehicle

In order to receive reimbursement for mileage when a private vehicle is used on a trip, a Mileage Voucher must be completed by the employee or public officer (see Attachment F for form of Mileage Voucher). An employee or public officer shall be reimbursed at the current IRS standard mileage rate for each mile traveled in a privately-owned vehicle.

Mileage shall be reimbursed pursuant to a mileage chart from an official road map of the state, a recognized Internet map site, or mileage specified on the Mileage Voucher. Reimbursement to public officers shall be based on mileage from their place of representation (i.e. City Hall, County Court House, etc.). Expenses may be reimbursed for actual mileage if the beginning and ending odometer readings are certified as correct by the traveler and:

- a. the destination is not included on an official road map or Internet map site; or
- b. after arriving at the destination, the employee is required to use the vehicle in the performance of official duties.

Mileage reimbursement for the use of a privately-owned vehicle for out-of-city or state travel **shall not exceed** the coach class commercial air fare for all persons traveling in the vehicle. If an employee chooses to use a private vehicle and the calculated mileage reimbursement is less than coach air fare, the employee shall receive only the calculated mileage amount. **The Executive Director shall approve the use of private vehicles for out-of-city or state travel prior to the trip.**

## 3. Airline Reservations

Airline tickets should be purchased by the MRCOG administrative section. However, the employee or public officer may purchase the airline ticket as long as the purchase minimizes expenditures which MRCOG will reimburse. Airfare for spouse travel is the responsibility of the public officer or staff. MRCOG will reimburse only unavoidable airline fees, such as baggage fees. Discretionary and avoidable fees will not be reimbursed.

## 4. Miscellaneous Expenses – (In-State and Out-of-State)

- a. An employee or public officer may be reimbursed for approved miscellaneous expenses such as taxi, other transportation fares, or parking at the destination of the trip.

All reimbursement claims must be accompanied by receipts.

Reimbursement for taxi fares will be limited to travel between hotel and airport except in those instances where the location of the hotel limits availability to restaurants, and/or the meeting/conference location is not at same hotel where official/employee is staying overnight. To be reimbursed for transportation to restaurants, the official must document the justification and the Executive Director must approve.

- b. Under circumstances where the loss of receipts would deny reimbursement and create a hardship, an affidavit from the employee or public officer attesting to the expenses may be substituted for actual receipts and approved by the Executive Director (See Attachment G for form.)

#### 5. Rental Cars or Other Shuttle Vehicles

An employee or public officer may be reimbursed for rental cars for business purposes in extraordinary circumstances when less expensive public transportation is not available or appropriate. **Approval for reimbursement of car rental fees must be obtained in advance by the Executive Director.** Reimbursement must be accompanied by receipts.

Reimbursement shall be authorized for an economy-size rental car, charges for up-grades or second drivers will be borne by the employee or public officer.

#### D. Non-Transportation Items

##### 1. Overnight Travel – (In-State and Out-of-State)

An employee or public officer shall receive **either per diem or reimbursement for actual lodging and meal expenses**, as follows:

- a. Per Diem. The per diem allowance is \$155.00 per day for in-state travel, \$202.00 per day for travel to Santa Fe, and \$155.00 per day for out-of-state travel (or the DFA rate in effect on date of travel) (See Attachment B for form). On the last day of travel when overnight lodging is no longer required, per diem is pro-rated according to Section 3 below (Travel Without Overnight Lodging).
- b. Actual Reimbursement for Lodging. An employee or public officer may be reimbursed actual expenses in lieu of per diem for lodging not exceeding the single

occupancy room charge, including tax (See Attachment C for form). Whenever possible, employees and public officers should stay in hotels which offer government rates. Lodging expenses in excess of \$300 per night requires approval by the Executive Director. Lodging should be reserved and purchased by the employee or public officer. In those cases where purchasing lodging would cause hardship, employees may use the Pcard with the Executive Director's permission, and with Finance's approval of form submitted to hotel, ensuring only room charges are charged to Pcard. Incidentals must be paid by employee.

- b. Actual Reimbursement for Meals. An employee or public officer may be reimbursed actual expenses in lieu of per diem for meals (See Attachment C for form). Actual expenses for meals are limited by §10-8-4(K)(2) NMSA 1978 and 2.42.2 NMAC to a maximum of \$55.00 per 24-hour period for in-state travel and \$59.00 per 24-hour period for out-of-state travel (or the DFA rate in effect during the date of travel). Employees and public officers shall not be reimbursed for alcoholic beverages.
- c. Receipts Required. The employee or public officer must submit itemized receipts for the actual meal and lodging expenses incurred. Summary credit card receipts and hotel receipts listing room service for meals will not be accepted. Under circumstances where the loss of receipts would create a hardship, an affidavit from the employee or public officer attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the Travel Voucher and include the signature of the Executive Director (See Attachment G).

2. Return from Overnight Travel. On the last day of travel when overnight lodging is no longer required, partial day reimbursement for meals shall be made. To calculate the number of hours in the partial day, begin with the time the traveler initially departed on the travel. Divide the total number of hours traveled by 24. The hours remaining constitute the partial day which shall be reimbursed as follows:

- a. for less than 2 hours beyond the initial time of departure None
- b. for 2 hours, but less than 6 hours beyond the initial time of departure \$20.00
- c. for 6 hours, but less than 12 hours beyond

the initial time of departure \$42.00

d. for 12 hours or more beyond the initial time of departure \$59.00

or the DFA rate in effect during the date of travel.

3. Travel Without Overnight Lodging

Employees and public officers shall be reimbursed for occasional and irregular travel which does not require overnight lodging, but extends beyond a normal work day, as follows:

a. for less than 2 hours of travel beyond the normal work day None

b. for 2 hours, but less than 6 hours of travel beyond the normal work day \$20.00

c. for 6 hours, but less than 12 hours of travel beyond the normal work day \$42.00

d. for 12 hours or more of travel beyond the normal work day \$59.00

or the DFA rate in effect during the date of travel.

(See Attachment D for form.)

4. Conference Fees.

MRCOG will reimburse actual expenses incurred in the registration for a conference or meeting. A receipt must be furnished for reimbursement purposes; prior approval must be obtained by the Executive Director.

5. Telephone, Faxes and Wi-Fi.

All actual telephone, fax and wi-fi expenses pursuant to MRCOG official business will be reimbursed. Any lodging receipts listing telephone expense should indicate which calls were business-related prior to reimbursement.

V. Reimbursement of Employees or Public Officers for Expenses Incurred on Behalf of Others

In general, employees or public officers should not incur expenses for other persons. If such expenses are anticipated, prior written approval of the Executive Director should be obtained. Any expenses incurred without



prior written approval must have subsequent written approval of the Executive Director. Reimbursement claims for expenses incurred for a non-MRCOG employee must be fully itemized showing when, for whom, and for what purpose the expenses were incurred.

## VI. Payment of Travel Expenses

Within the (10) working days after completion of travel, an employee or public officer should submit to the Administrative Division:

1. a signed Travel Voucher (See Attachments B, C and D for form of Travel Voucher) indicating the actual costs of the trip, signed by the traveler and approved by the Executive Director; and
2. original receipts for all meals, lodging, and registration expenses.

### A. Travel Advances

Upon written request accompanied by a Travel Voucher, the Executive Director may approve a request to be advanced up to 80 percent of the estimated cost of lodging, meals, and other travel expenses that may be reimbursed in this Travel Regulation.

1. Where a travel advance is made for a single trip, the employee or public officer shall remit, within 5 working days of the return from the trip, a refund of any excess advance payment to the MRCOG.
2. Requests for advances shall be authorized by the Executive Director. (See Attachment E for form).

If an employee or public officer uses a private vehicle for MRCOG business, a mileage reimbursement voucher must be signed by the employee or public officer and submitted for approval by the Executive Director (See Attachment F for Form).

### B. Travel in Conjunction with Other Leave

While traveling, if an employee or public officer takes sick, annual or authorized leave without pay for more than four hours of the normal day, travel expenses shall not be reimbursed for that day unless authorized in writing by the Executive Director.

### C. Illness or Emergency While on Travel

The Executive Director may grant permission, in writing, to reimburse travel expenses to an employee or public officer who becomes ill or is notified of a family emergency while traveling on official business and

must either remain away from home or discontinue the official business to return home.

VII. Reimbursement of Moving Expenses for New Employees

In order to stay competitive and to continue to attract top candidates for MRCOG positions, reimbursement of documented moving expenses, when appropriate, is authorized in an amount not to exceed \$4,000.00. The Executive Board of Directors acted on December 18, 1997 to authorize this policy. It shall be the determination of the Executive Director, on a case by case basis, whether the reimbursement is appropriate. His/her decision will be final. Further, reimbursement shall be contingent upon available resources.

Reimbursement of moving expenses shall be governed by state rule 2.42.3 NMAC.

Revised 3/30/2023 – Effective 3/30/2023

Approved

  
Executive Director



MRCOG TRAVEL AUTHORIZATION

The Executive Director will authorize all in-state and out-of-state travel for employees and public officers.

Traveler:

Purpose of Travel:

Destination:

Estimated Departure:

Estimated Return:

Estimated Expenses:

Mileage:	\$
Airfare:	\$
Lodging:	\$
Conference Fees:	\$
Other: (specify)	\$
Total:	\$

Comments:

Note: Meals are limited to **\$59.00** per 24-hour period in-state; **\$59.00** per 24-hour period out-of-state; pro-rated, maximum of **\$59.00**, on the last day of travel (**receipts required**).

Recommended by: \_\_\_\_\_  
Supervisor Date

Approved by: \_\_\_\_\_  
Executive Director Date



MRCOG TRAVEL VOUCHER FOR TRAVEL WITH OVERNIGHT LODGING (PER DIEM)

For travel with overnight lodging and per diem expenses

Traveler: \_\_\_\_\_

Program Charged: \_\_\_\_\_

Destination: \_\_\_\_\_

Fund Number: \_\_\_\_\_

Business Travel Began	
Date: _____	Time: _____

Business Travel Ended	
Date: _____	Time: _____

**Mileage** (privately-owned automobile)  
\_\_\_\_\_ (miles) × \_\_\_\_\_ (IRS standard mileage rate) \$ \_\_\_\_\_

**Airfare**  
Coach class commercial airfare paid by employee \$ \_\_\_\_\_

**Per Diem** (where overnight travel is required)  
a. In state areas, **\$155.00**;  
b. In state special area-Santa Fe, **\$202.00**;  
c. Out of state areas, **\$155.00**; \$ \_\_\_\_\_

**Return from Overnight Travel** (when overnight travel is no longer required)  
a. Less than 2 hours of travel beyond the normal work day, **none**;  
b. 2 hours, but less than 6 hours beyond the normal work day, **\$20.00**;  
c. 6 hours, but less than 12 hours beyond the normal work day, **\$42.00**;  
d. 12 hours or more beyond the normal work day, **\$59.00** \$ \_\_\_\_\_

**Other Expenses**  
Taxi, transportation fares, parking fees, registration fees, etc. \$ \_\_\_\_\_

**Total Cost of Travel** \$ \_\_\_\_\_

Employee/Public Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approvals:**

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_



### MRCOG TRAVEL VOUCHER FOR TRAVEL WITH OVERNIGHT LODGING

For travel with overnight lodging and reimbursement for actual meals, lodging, and other travel expenses incurred (receipts required)

Traveler: \_\_\_\_\_

Program Charged: \_\_\_\_\_

Destination: \_\_\_\_\_

Fund Number: \_\_\_\_\_

Business Travel Began	
Date: _____	Time: _____

Business Travel Ended	
Date: _____	Time: _____

**Mileage** (privately-owned automobile)  
\_\_\_\_\_ (miles) × \_\_\_\_\_ (IRS standard mileage rate) \$ \_\_\_\_\_

**Airfare**  
Coach class commercial airfare paid by employee \$ \_\_\_\_\_

**Meals**  
Maximum of **\$59.00** per day for in-state & out-of-state travel \$ \_\_\_\_\_  
*Note-Meals are only reimbursable when using approved actual rates (per 24-hour period)*

**Meals** (last day of travel)  
a. Less than 2 hours of travel beyond the initial time of departure, max. **none**  
b. 2 hours, but less than 6 hours beyond the initial time of departure, max. **\$20.00**  
c. 6 hours, but less than 12 hours beyond the initial time of departure, max. **\$42.00**  
d. 12 hours or more beyond the initial time of departure, max. **\$59.00** \$ \_\_\_\_\_

**Lodging**  
Single occupancy rate, government rate whenever possible \$ \_\_\_\_\_

**Other Expenses**  
Taxi, transportation fares, parking fees, registration fees, etc. \$ \_\_\_\_\_

**Total Cost of Travel** \$ \_\_\_\_\_

Less Travel Advance (up to 80% of total cost of travel) \$ ( \_\_\_\_\_ )

**Amount Due** to Employee or Public Officer \$ \_\_\_\_\_

Employee/Public Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approvals:**

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_



MRCOG TRAVEL VOUCHER FOR TRAVEL WITH NO OVERNIGHT LODGING

For occasional and irregular travel that extends beyond the normal work day and no overnight lodging is required

Traveler: \_\_\_\_\_

Program Charged: \_\_\_\_\_

Destination: \_\_\_\_\_

Fund Number: \_\_\_\_\_

Actual Departure	
Date:	Time:

Actual Return	
Date:	Time:

**Mileage** (privately-owned automobile)

\_\_\_\_\_ (miles) × \_\_\_\_\_ (IRS standard mileage rate) \$ \_\_\_\_\_

**Meals**

- a. Less than 2 hours of travel beyond the normal work day, **none**;
  - b. 2 hours, but less than 6 hours beyond the normal work day, **\$20.00**;
  - c. 6 hours, but less than 12 hours beyond the normal work day, **\$42.00**;
  - d. 12 hours or more beyond the normal work day, **\$59.00**
- \$ \_\_\_\_\_

**Total Cost of Travel** \$ \_\_\_\_\_

Employee/Public Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approvals:**

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_



MID-REGION  
COUNCIL OF GOVERNMENTS  
809 Copper Ave NW  
Albuquerque, New Mexico 87102

**AFFADAVIT FOR LOST RECEIPTS  
TRAVEL EXPENSES**

I, \_\_\_\_\_, certify that actual receipts for expenses in the amount of \$\_\_\_\_\_ incurred while in the conduct of business for the Mid-Region Council of Governments were lost.

Travel Dates	Lodging Expenses	Meal Expenses	Other Expenses

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
MRCOG Executive Director

\_\_\_\_\_  
Date



## MRCOG TRAVEL REPORT

Please complete and submit with receipts for reimbursement following travel together with an agenda or program.

Traveler:

Purpose of Travel (Include name of seminar if applicable):

Destination:

Dates of Travel:

Description/Summary	
Follow Up Actions (if any)	
Recommendation/Conclusion	
Comments:	



**REQUEST FOR TRAVEL ADVANCE**  
(Attach copy of Travel Authorization)

Traveler: \_\_\_\_\_ Program Charged: \_\_\_\_\_

Destination: \_\_\_\_\_ Fund Number: \_\_\_\_\_

Business Travel Began	
Date: _____	Time: _____

Business Travel Ended	
Date: _____	Time: _____

**Mileage** (privately-owned automobile)  
 \_\_\_\_\_ (miles) × \_\_\_\_\_ (IRS standard mileage rate) \$ \_\_\_\_\_

**Airfare**  
 Coach class commercial airfare paid by employee-**attach support** \$ \_\_\_\_\_

**Meals**  
 Maximum of **\$59.00** per day for in-state travel  
 Maximum of **\$59.00** per day for out-of-state travel \$ \_\_\_\_\_

**Meals** (last day of travel)  
 a. Less than 2 hours of travel beyond the initial time of departure, max. **none**  
 b. 2 hours, but less than 6 hours beyond the initial time of departure, max. **\$20.00**  
 c. 6 hours, but less than 12 hours beyond the initial time of departure, max. **\$42.00**  
 d. 12 hours or more beyond the initial time of departure, max. **\$59.00** \$ \_\_\_\_\_

**Lodging**  
 Single occupancy rate, government rate whenever possible-**attach support** \$ \_\_\_\_\_

**Other Expenses**  
 Taxi, transportation fares, parking fees, registration fees, etc. \$ \_\_\_\_\_

**Total Estimated Cost of Travel** \$ \_\_\_\_\_

**Amount Due-80% of total Estimated Cost** \$ \_\_\_\_\_

Employee/Public Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals:**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_



Attachment F

# Mid-Region Council of Governments Mileage Voucher

Double Click in form to edit embedded Excel worksheet

Name \_\_\_\_\_ Date \_\_\_\_\_

Date	From	To	Mileage	Fund/Purpose
	Begin Odometer	End Odometer		
	Begin Odometer	End Odometer		
	Begin Odometer	End Odometer		
	Begin Odometer	End Odometer		
	Begin Odometer	End Odometer		
	Begin Odometer	End Odometer		
	Begin Odometer	End Odometer		
	Begin Odometer	End Odometer		
	Begin Odometer	End Odometer		
	Begin Odometer	End Odometer		
<b>Total Mileage</b>			<b>0</b>	

0 miles x \$0.000 equals \$ 0.00 Reimbursement for POV  
 Total Mileage                      Rate Per Mile

plus \$	<b>\$0.00</b>	for
plus \$	<b>\$0.00</b>	for

Certified Correct \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Employee

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Check  
 No. \_\_\_\_\_  
 Supervisor/Executive Director

Note - total mileage should approximate mileage per published maps. If your total mileage exceeds published map mileage, please document reason for the variance in business purpose column.