



Agenda Item Number: 2008-1-6B

BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS

Meeting Date: January 22, 2008

Department: **Staff Contact:** Thaddeus Lucero, County Manager
Teresa Byrd, Budget Director

TITLE: Travel Per Diem and Mileage Rates

ACTION: Motion to maintain, approve and reimburse travel rates in accordance with the most recently amended statute and rules of the Per Diem and Mileage Act, Sections 10-8-1 et. seq. NMSA 1978, as amended and 2.42.2 NMAC.

SUMMARY:

The County has set forth the procedures and maximum reimbursement levels for travel outside the metropolitan area, and for obtaining advance funds and reimbursements. The metropolitan area includes all of Bernalillo County, Santa Fe, and any locations within a 60 mile radius. For travel outside the metropolitan area, the County shall pay per diem and mileage rates in accordance with the Per Diem and Mileage Act, Sections 10-8-1 et. seq. NMSA 1978, as amended and DFA 2.42.2 NMAC as authorized.

Following is a summary of the per diem and mileage rates:

Mileage – Employees using privately owned vehicles while performing their official duties may be reimbursed for mileage at \$0.32 per mile.

Per Diem – Per diem shall be paid as follows:

- In state \$ 85.00 per day
- Out of state \$115.00 per day

Partial day per diem rate - On the last day of travel when overnight lodging is no longer required, partial day reimbursement shall be made as follows:

1. for less than 2 hours of travel beyond normal work day, none;
2. for 2 hours, but less than 6 hours beyond the normal work day, \$12.00;
3. for 6 six hours, but less than 12 hours beyond the normal work day, \$20.00;
4. for 12 hours or more beyond the normal work day, \$30.00;

Actual Expenses - Reimbursements for actual expenses for meals is limited to a maximum of \$30 per 24 hour period for in state travel and \$45 per 24 hour period for out of state travel. Reimbursements for tips shall be limited to a maximum of 18% of the cost of the meal and non-alcoholic beverage.

The motion adopts the provisions of the most recently amended statute up to the maximum rates allowed in accordance with the regulations set forth by the Department of Finance and Administration.

ATTACHMENT:

1. Section 10-8-1 to 10-8-8 NMSA 1978 (1995 Repl. Pamp.), 2.42.2 NMAC

FISCAL IMPACT

Funding for travel is centralized and departments must obtain County Manager approval for all trips. It is expected that the travel advance and reimbursement process will be simplified and that administrative costs will decrease for travelers who elect to use the per diem rates (as opposed to requesting reimbursement for actual expenditures). All travel expenditures will be monitored and no travel will be approved in excess of appropriations.

STAFF ANALYSIS SUMMARY

COUNTY MANAGER

County government travel reimbursement is governed by State per diem and mileage regulations. I recommend approval. T. Lucero 1/14/08

FINANCE

See Summary.