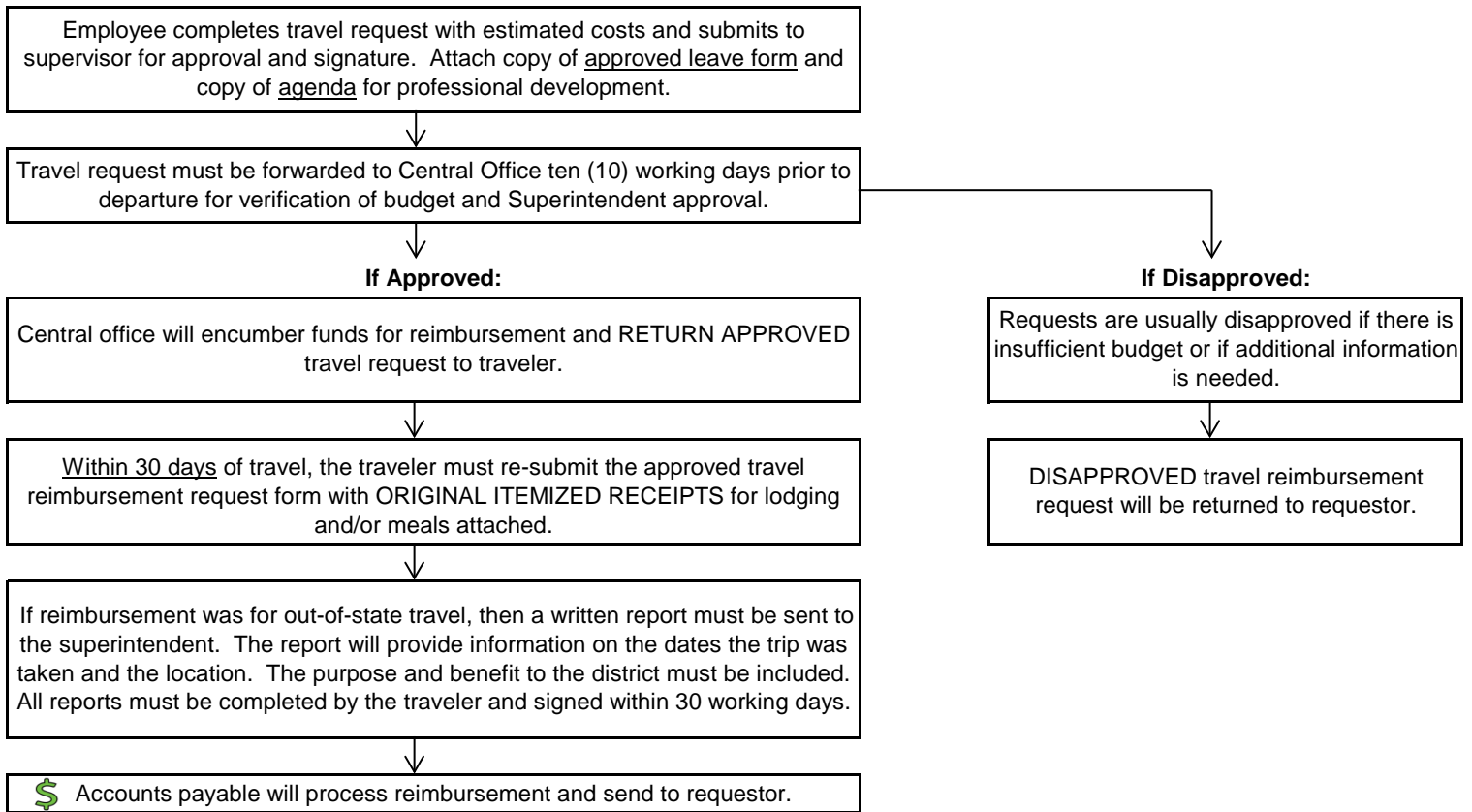


CUBA INDEPENDENT SCHOOLS STEPS TO COMPLETION OF TRAVEL REQUEST/REIMBURSEMENT FORM



CALCULATING ESTIMATED COSTS FOR OVERNIGHT TRAVEL

HOTEL:

Estimate cost based on quote from hotel, making sure to include applicable taxes.

NMAC 2.42.2.9 B (1) Actual reimbursement for lodging: A public officer or an employee may elect to be reimbursed actual expenses for lodging not exceeding the single occupancy room charge (including tax) in lieu of the per diem rate set forth in this Section. Whenever possible, public officers and employees should stay in hotels which offer government rates. Agencies, public officers or employees who incur lodging expenses in excess of \$215.00 per night must obtain the signature of the agency head or chairperson of the governing board on the travel voucher prior to requesting reimbursement and on the encumbering document at the time of encumbering the expenditure.

MEALS:

Estimate cost of meals based on the following, noting that the actual reimbursement will be based on actual, itemized receipts submitted.

NMAC 2.42.2.9 B (2) Actual reimbursement for meals: Actual expenses for meals are limited by Section 10-8-4(K)(2) NMSA 1978 (1995 Repl. Pam.) to a maximum of \$30.00 for in-state travel and \$45.00 for out-of-state travel for a 24-hour period.

NMAC 2.42.2.9 B (3) Receipts required: The public officer or employee must submit receipts for the actual meal and lodging expenses incurred. Under circumstances where the loss of receipts would create a hardship, an affidavit from the officer or employee attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the travel voucher and include the signature of the agency head or governing board.

NMAC 2.42.2.9 C Return from overnight travel: On the last day of travel when overnight lodging is no longer required, partial day reimbursement 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:

- (1) for less than 2 hours, none;
- (2) for 2 hours but less than 6 hours, \$12.00;
- (3) for 6 hours or more, but less than 12 hours, \$20.00;
- (4) for 12 hours or more, \$30.00;

EXAMPLE: If total travel time is 2 days, 12 hours then the reimbursement would be allowable up to \$72.00
 24 hours + 24 hours + 12 hours = 60 hours
 60 hours divided by 24 = 2.5 hours, which would be reimbursed at \$12.00 based on NMAC 2.42.2.9 C (2) above.
 Total reimbursement allowable = \$30.00 + \$30.00 + \$12.00 = \$72.00