

Travel Procedures

Key Points

1. Professional Leave Form **must be submitted** to the Superintendent **minimum of 5 days before** departure date.
2. Estimated cost and **fund number/line item** sections of leave form must be completed.
3. Actual travel costs reimbursement election must be made in advance and approved in writing by the Superintendent. Check 'Actual' box on the Professional Leave Form for type of reimbursement. **You are automatically on Actual if either your lodging or any meals are provided.**
4. Request **itemized** receipts and keep them until you know you don't need them. Must have itemized receipts for actual expenses. **See the end of this document for food receipt examples.**
5. Alcoholic beverages will not be reimbursed. Try to get a separate bill for drinks. PED **will disallow ALL** charges on a meal receipt if there are alcoholic beverages on the receipt.
6. PED will only reimburse tips to a maximum of **20% of Total meal cost**. The travel reimbursement Form will limit tips allowed for reimbursement. Tips given must be documented on the actual receipts. Effective Immediately, PED now requires tips to be also documented on an Affidavit of Lost Receipts.
7. Actual meals maximum is \$59 per 24-hour period, beginning with the **time** of departure.
8. No actual meals expense is allowed on the partial day of return. Only a partial day per diem will be paid.
9. Travel on per diem and cut out a lot of these crazy rules and regulations. Per Diem Travel is strongly encouraged by the District.
10. If requesting an advance, which is only an estimate, you must submit a final travel reimbursement form after your return. Advances **are not allowed** to be made for any Federal funding.
11. Submit final travel reimbursement form no later than **60 days** after return or the claim will be **rejected** and any advance must be repaid to the District.
12. **Federal funds in the 24000/27000 series will not be advanced due to PED restrictions on expenditure reimbursement claims.**
13. **Under NO circumstances are you allowed to pay for anyone else's expenses. (NO LODGING, NO MEALS, NO AIRFARE, NOTHING) You will NOT be reimbursed for anything other than you own expenses). Receipts including more than 1 meal will be calculated and reimbursed without tax.**
14. **Lodging is capped at \$215.00 a night including taxes and fees per NM State Statute.** If lodging is over the \$215.00 a night, it will require prior approval from the Superintendent at the time of the approval of the Professional Leave Form. Requiring approval signatures on the Professional Leave Form and approved Purchase Order.

The Details

Board Policy 3190 Travel Requests and Reimbursements stipulates that the Professional Leave Request form for travel must be submitted to the Superintendent at least five days before the departure date. Please allow sufficient time for the pony to deliver mail to ensure these dates are met.

The Professional Leave Request form must have the approval of the building or department supervisor, and if the cost of the trip is paid by a different funding source, the appropriate administrator also needs to approve the request before it is submitted to the Superintendent's Office. It is important that the funding source (i.e. correct fund & account numbers) be identified, and the estimate of cost section be completed or the form will be returned unprocessed.

A purchase order for registration fees, air fare, or hotel/motel rooms **will not** be processed unless a copy of the **approved** Professional Leave Request Form is attached to the request. Purchase Orders for hotel/motel rooms will only be issued for 2 or more people staying for 2 or more nights, **contingent upon approval by the funding source**. If your **lodging or any meals are provided** by the District **or another source**, then you are considered to be traveling on "Actual Expenses", and not per diem. When traveling on Actual Expenses, you must submit your **itemized** meal receipts to be reimbursed up to a **maximum of \$59 per day**. If you only submit receipts for \$10, then that is all you will be paid. Also, when traveling on Actual Expenses, you must submit receipts for any other items to be reimbursed. The employee traveling must complete the Travel Reimbursement Form found on the RISD Website; check the Lodging Paid by District box if traveling on actual expenses, **list the dates, time of meals, meal receipts, and gratuity amounts**. The form will correctly calculate the reimbursement. **Miscellaneous receipts section may not be claimed when traveling actual.**

PED now requires an Affidavit of Lost Receipts for all tips not printed on the receipt by the vendor's payment system.

If you are traveling on per diem you do not have to submit Meals & Lodging receipts, and uncheck the Lodging Paid by District box. You still have to submit receipts for airfare, parking, registration fees and any other reimbursements that are not for meals or lodging.

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

Travel Advances

Requests for travel advances need to be submitted on the Travel Reimbursement Form with a copy of an approved Professional Leave Form to the Business Office at least ten days before the trip begins. Please be reasonable and do not request advances two or three months before the trip. Travel advances will not be processed for meals only, when lodging is covered by a purchase order. When requesting a travel advance the employee will receive 80% of the Per Diem and Mileage calculated by the travel reimbursement form. Travel advances will be given only when two or more days of travel are involved and we are unable to issue a purchase order for air fare or hotel/motel rooms. **Due to PED restrictions on Federal Flow through requests for reimbursement, advances for travel being paid out of 24000/27000 series funds will not be given. The final Travel Reimbursement form must be submitted within 60 days after the date of travel. Failure to submit the final Travel Reimbursement form within the 60 days will result in repayment of the travel advance to the District.** The intent of the travel advance is to help employees having to pay for the majority of the trip out of their pocket, not to cover every penny of the expense. **Travel advances are permissible, not mandatory.**

Reimbursement Form

When the Reimbursement Form is submitted for payment of travel expenses, a copy of the approved Professional Leave Request Form, Agenda and Proof of Attendance must be attached. The sooner it's submitted, the sooner you will receive your money. **If the Reimbursement Form is submitted after 60 days past trip date, reimbursement will be forfeited and any advances must be paid back to the District.**

1. Receipts must be attached for the following expenses:
 - a. Actual costs for travel by common carrier, provided such travel is accomplished in the most economical manner practical
 - b. Rental cars, provided less expensive public transportation is not available or appropriate **with Funding prior approval.**
 - c. Registration for educational programs or conferences which includes lodging by said entity, requires itemized meal receipts be submitted.
2. Attach copy of agenda or program from meeting attended and proof of attendance.
3. If meals are provided during the conference **then you must submit actual itemized receipts, if any, for all of you're out of pocket lodging and meal expenses.**
4. Mileage will be paid based on published mileage charts. The travel reimbursement form will calculate the mileage from your points of travel.

HOW IT WORKS

Leave forms are to be filled out and approved **PRIOR** to any purchase orders, reservations or travel arrangements being made.

Steps for completion of Leave Form:

1. EMPLOYEE is to completely fill out leave form including city and state of destination including Roswell. Be sure to list Reason for the leave.
2. Please check the appropriate box indicating the type of reimbursement requested. If you are traveling actual expenses, the actual box **MUST** be checked and **preapproved** or you will not be reimbursed for actual expenses.
3. The estimate of cost and **fund number/line items sections** must be **completed** or the form will be returned unprocessed.
4. EMPLOYEE is to attach material related to the leave. For example, a completed registration form with the flyer or the event they want to attend.
5. EMPLOYEE is to sign the form and have their immediate supervisor sign the form.
6. EMPLOYEE is responsible for the delivery of the leave form to the appropriate Funding Office: Once form is completed please email to Gale Hernandez at ghernandez@risd.k12.nm.us she will complete final processing for approval.
 - a. Instructional..... Jennifer Cole
 - b. Federal Programs..... Glenda Leonard
 - c. Special Education..... Sheri Gibson
 - d. Bilingual..... Andrea Nieto-Walker
7. FUNDING OFFICE will determine if trip is necessary and reasonable, and sign for approval or reject.
8. FUNDING OFFICE (if approved) will forward to Superintendent's office for final approval on all out of town leave.
9. SUPERINTENDENT's office will approve or reject the leave with final required signature, and return leave form to FUNDING OFFICE.
10. FUNDING OFFICE will then distribute/use copies as follows:
Once approved or denied the form will be returned to you from professionaldevelopment@risd.k12.nm.us

(If emailed)	(If by pony the 4 Part form)
a. Original—keep for pending purchase order requests by employee	(White)
b. Copy—to employee's supervisor	(Blue)
c. Copy—return to employee	(Pink)
d. Copy—return to employee for them to attach to reimbursement form	(Yellow)
11. EMPLOYEE upon receipt of pink and yellow copies is to submit ALL necessary paperwork for purchase orders needed to the person who enters purchase orders for that fund. For example: if the employee is at the school level and the funds will be Title I funds, the secretary of the school can enter the purchase orders. If the leave is being paid from special education, send the paperwork to the special education office, etc. A copy of your **approved** leave form is to be attached to each necessary purchase order request. Some examples may include but are not limited to:
 - a. Registration Fees
 - b. Airline Fees
 - c. Travel Advances...(see travel policy for details)
 - d. Motel...(only under certain conditions are these allowed, see travel policy for details)

12. FUNDING OFFICE OR SECRETARY OF SCHOOL is to enter all requisitions associated with the leave from step #9. Obtain necessary signatures for the purchase orders and mail or fax the purchase order as required by vendor.
13. EMPLOYEE upon return from leave is to complete the travel reimbursement form (if applicable) filled out in its entirety, including exact time with am/pm and date of departure from Roswell and return to Roswell. *(This form can be found on our website and will calculate your reimbursement when filled out correctly)**. Attach all necessary receipts and copy of agenda or similar proof of attendance of event and attach the yellow copy of the leave form. Obtain immediate supervisor's signature then submit to the funding office.
14. FUNDING OFFICE is to check the reimbursement form for correctness (including if motel or travel was paid directly to the vendor, or any advances were previously paid), fill in funding account numbers to be charged, obtain funding office head signature (list on step 4). Keep a copy of the reimbursement form attached to your white leave form. Submit original reimbursement form with original attachments to the business office. Reimbursement forms must be received by the Business Office within 30 days of the event.

Travel Reimbursement Form:

Log onto https://www.risd.k12.nm.us/finance_and_operations/business_services/district_travel
 Click on Travel Reimbursement Form and save the Form to your desktop. Enter all information requested in yellow fields. (The sheet will calculate the reimbursement for you). Print and Sign the form before obtaining supervisor's signature. Submit to Business Office for Processing (with proper attachments).

These are examples of meal receipts. Travel reimbursement requires itemized receipts. Below you will see an example of none itemizes receipt and itemized receipt.

