

**ADMINISTRATIVE REGULATION
Travel Policy for
City Employees and Public Officers**

Number: AR 2018-58
Eff. Date: March 1, 2018
Supersedes: AR 2012-34

Date: 3/15/18
City Manager's Approval: 

SECTION 1. PURPOSE

1.1 Purpose

The purpose of this administrative regulation is to establish the rules and procedures governing travel expenditures of salaried and non-salaried employees and public officers of the City of Aztec (City) when on official travel for the City and to be in compliance with NMSA 1978, Section 10-8-1 to 10-8-8 and 2.42.2 NMAC.

SECTION 2. DEFINITIONS

2.1 Definitions

When used in this Administrative Regulation, the following terms will have these definitions:

Board or Committee Meeting

The formal convening of public officers who comprise a board, advisory board, commission or committee even if no further business can take place because of the lack of a quorum.

Contract Employee

A person who works as an independent contractor for the City but is not paid from the City's payroll as an employee.

Credit Card

A credit card issued in the name of City of Aztec and assigned to an employee on an as needed basis to be used solely and expressly for City purchases and travel.

Employee

A person who is in the employ of the City. When the term "employee" is used in this policy, it shall mean all employees, contract employees, public officers and non-salaried public officers as defined in this Section 3, unless otherwise specified.

Non-salaried Public Officer

A public officer serving as a City appointed member of a board, advisory board, committee or commission who is not entitled to compensation but is entitled to reimbursement for City travel related expenditures.

Normal Work Day

As defined by 2.42.2.8 NMAC for the purpose of calculating a partial day per diem rate, a “normal work day” means 8 hours within a nine-hour period for all public officers and employees both salaried and nonsalaried, regardless of the officers’ or employees’ regular work schedule.

Out of State

Beyond the exterior boundaries of the State of New Mexico.

Overnight Travel

Overnight lodging is a component of the travel.

Procurement Card

A credit card assigned to the Employee in his/her name by the City to be used solely and expressly for City purchases and travel.

Public Officer

Every elected or appointed officer of the City including all board, advisory board, committee and commission members elected or appointed to a board, advisory board, committee or commission specifically authorized by law or validly existing as an advisory committee pursuant to Section 9-1-9 NMSA 1978.

Receipts

Documentation of expenses incurred while traveling. Receipts must include the preprinted name and address of vendor, date and time of purchase, itemized list of items purchased, and total amount paid. If a vendor does not use preprinted or computer generated receipts, vendor may stamp or write their information on the receipt. It is the traveler’s responsibility to protect receipts from loss or damage.

Meal receipts: Tips may be handwritten on the receipts. Receipts which include alcoholic beverages will NOT be reimbursed by the City and are the responsibility of the employee or public officer. Lodging receipts which include food service must also be itemized for food purchases. If a meal receipt is not itemized, the traveler may write on the receipt the items purchased and cost of each.

Lodging receipts: Department Head must approve tele-communication charges (phone, internet, copies, etc.). No in room movies or other entertainment will be paid by the City. In-room meal charges must be itemized and not include alcoholic beverages.

Fuel receipts must include the unit number and odometer reading on receipt (either printed as result of input at pump or handwritten). Odometer readings for personal vehicles are required.

Travel

Being on official business at least 35 miles from the designated post of duty of the employee or public officer as defined in 2.42.2.7.L NMAC. Non-salaried public officers are eligible for actual expense reimbursement for attending meetings outside the municipal boundaries in accordance with Section 4 of this policy.

During the ordinary course of City business, employees may be directed to travel outside San Juan County to perform tasks or errands necessary to the daily function of a City department. These trips are not considered official business, do not require overnight travel, typically do not extend beyond the employee's scheduled work day and will not be subject to the provisions of this travel policy.

Travel Voucher

The documents required for the purpose of requesting approval (travel request) of and finalizing completed travel (travel actual). Documents are available on KIVA in the Travel section.

SECTION 3. ADMINISTRATION AND APPROVAL**3.1 Administration**

The City Manager will administer all policies and regulations relative to the travel of City employees. Department Heads are responsible for enforcing the travel policy and administrative regulation to ensure that expenses are appropriate, reasonable, and cost effective to the City and are within their department's budget.

The City Manager shall pre-approve travel requests for employees or representatives of the City who need to travel outside of San Juan County, as per Resolution 2017-1054.

A copy of the seminar/training agenda should be attached to the travel request form. If an agenda is not available prior to travel, agenda must be submitted when travel is completed.

SECTION 4. REIMBURSEMENT**4.1 Actual Expense Reimbursement**

Completion of a travel request is required for all official travel as defined in section 3.1. If there will be no City expenditure for travel, with exception of fuel cost, a travel request is not required.

4.2 Partial Day Rates (No Overnight Travel)

Reimbursement for actual travel expenses for Travel When Overnight Lodging Is Not Required. Itemized receipts are required.

Employees shall be permitted a maximum allowance for meals when travel does not require overnight lodging but extends beyond normal work day (reference definition):

- 1) Less than 2 hours of travel beyond normal work day. \$0
- 2) 2 hours but less than 6 hours beyond normal work day. . . . \$12.00
- 3) 6 hours but less than 12 hours beyond normal work day. . . . \$20.00
- 4) More than 12 hours beyond normal work day \$30.00

4.3 Overnight Travel

Reimbursement for actual travel expenses when overnight lodging is required will be the prescribed basis for reimbursement. Itemized receipts are required.

To be reimbursed, employees must submit receipts for meals, tips and lodging expenses (refer to Section 5 on tips). Meal receipts are to list itemized purchases. If the receipt does not list an itemization of purchases, the employee shall write the items on the face of the receipt and attest to expenses by initialing the receipt. An affidavit from the employee attesting to the expenses must be substituted when actual receipts are lost or misplaced. The Missing Receipt Affidavit shall accompany the travel voucher and include the approval of the Department Head. Other expenses will be reimbursed in accordance with Section 5.

- 1. Lodging: Reimbursement for lodging will be at the actual occupancy rate. Any amount over the single occupancy rate, except when two or more employees share a room, is the employee’s responsibility. Prior approval of the Department Head is required if the lodging expenses are in excess of a base rate of \$215.00 per night.
- 2. Meals:
 - 1) In-State: The maximum in-state rate for meals will be at the maximum rate of \$30.00 per 24-hour period.
 - 2) Out-of-State: The maximum out-of-state rate for meals will be \$45.00 per 24-hour period.

After the last 24-hour period, any remaining hours will be reimbursed as set out in Sub-sections 3. If travel for the entire trip is less than 24 hours, but overnight lodging is required, the employee is entitled to reimbursement for actual meals calculated

pursuant to this section.

3. Last Day of Travel: On the last day of in-state travel when overnight lodging is no longer required, partial day reimbursement for meals shall be made. At the completion of the last 24 hour period, the clock begins for purposes of calculating partial day reimbursement, with receipts, as follows:

1) Less than 2 hours of travel	\$0
2) 2 hours but less than 6 hours	\$12.00
3) 6 hours but less than 12 hours	\$20.00
4) More than 12 hours	\$30.00

No meal reimbursements for actual expenses in excess of these partial day reimbursement rates will be granted. Meals purchased are intended for employee consumption only.

SECTION 5. REIMBURSEMENT FOR OTHER EXPENSES

5.1 Gratuities (Tips)

Employees may be reimbursed for gratuities and other expenses in addition to actual travel expense reimbursements previously cited in this policy.

1. Gratuities should be within the usual and customary range typically between 15% and 20%. Gratuities in excess of 20% per individual meal will not be approved. Such reimbursements are not an absolute and should be associated with tips for meals, taxi or shuttle drivers, porters and bell hops;
2. Receipts for gratuities will be required if more than \$6.00 per day or \$30.00 per trip is claimed;

5.2 Public Transportation

Reimbursement will be provided for actual expenses incurred with receipts for public transportation to include taxis, shuttles, buses and metros, and parking.

5.3 Telecommunications

Reasonable telecommunication expenses (telephone expenses, internet access, copies, etc.) may be reimbursed in accordance with Department Head approval.

5.4 Baggage Fees

Airline baggage fees may be reimbursed:

1. Baggage fees must be avoided whenever possible, consistent with the length and purpose of the City business necessitating the travel;
2. Baggage fees may only be reimbursed if incurred because of the length and/or purpose of the City business necessitating the travel;
3. When baggage fees cannot be avoided, employees must make reasonable effort to minimize them; and
4. When considering different flights, a traveler must factor baggage fees into the cost.

SECTION 6. UNALLOWABLE EXPENSES

1. Personal items such as toiletries (i.e., comb, toothbrush, shampoo).
2. Medications including over the counter items such as; cough drops, aspirin, cold/sinus medicines. Examples listed are not an all-inclusive listing.
3. Alcohol.
4. In room movies.
5. Any type of entertainment.
6. Any travel expenses paid or reimbursed by outside agencies or citizen/corporate associations will not also be paid by the City.

Example: The City pays \$45 for meals for an employee to travel out of state to assist in teaching a class and the employee is reimbursed by another agency for \$50, then \$45 must be returned to the City.

SECTION 7. OTHER GUIDELINES

7.1 Travel for Educational Purposes

An Employee shall not be reimbursed for more than 30 calendar days of travel expenses in any fiscal year for attending educational or training programs unless approval has first been obtained from the City Manager.

7.2 Expense Reimbursement in Conjunction with Other Leave

While traveling, if an employee extends travel period for personal use during the normal work day (as per definitions) or subsequent days, reimbursement for actual expenses will be allowed based on the projected return time if the employee had not taken personal leave.

Example: An employee attends a one and a half-day conference in Albuquerque that concludes at 11:00 a.m. on Thursday. The employee decides to stay in Albuquerque Thursday afternoon, use some vacation time, visit a friend, and return home Thursday night at 10:00 p.m. If the employee had returned home immediately, the projected return time would be 3:00 p.m. Consequently, the expense reimbursement is based on a partial day concluding at 3:00 p.m. rather than the actual time the employee returns home Thursday evening.

7.3 Illness or Emergency

The City will reimburse actual travel expenses, subject to policy limits, on a prorated basis to an employee 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 for the business portion of the travel. The City can request supporting documentation from the employee of the illness or the emergency such as doctor's or hospital statements.

SECTION 8. TRAVEL ADVANCES

1. If the employee is the holder of a City issued procurement card or credit card, no travel advance will be provided. If a city credit card is available for use, no travel advance will be provided.
2. Advances to the employee will be allowed for up to 80% of estimated expenses for meals and mileage cost and be provided to the employee no earlier than one week prior to departure. Employees shall remit, within 5 days of the return from the trip, a refund of any excess advance payments as calculated by the travel coordinator.

Refund payments to the City should be by check or money order. If cash is used, the employee will personally take the funds to the utility customer service department and attach the stamped receipt to the travel voucher before delivering the completed travel voucher to their respective Department Head. Cash reimbursements sent through inter-office mail will not be accepted.

3. If completed travel vouchers are not returned to the City within the 5 day period, no further advances will be approved for the employee until such travel voucher is finalized.

SECTION 9. MILEAGE REIMBURSEMENT and TRANSPORTATION

9.1 In General

1. The mode of transportation used should be that which creates the least overall expense to the City as determined by the appropriate Department Head. Reasonable effort must be made to find appropriate transportation within the City's fleet.
2. Total mileage reimbursement for out-of-state travel by privately owned automobile or privately owned airplane shall not exceed the total coach class commercial airfare that would have been expended for those traveling had they traveled by common carrier.

9.2 Vehicle Mileage Reimbursement

1. If a city vehicle is unavailable and authorization is obtained from the Department Head, the employee may choose to use their personal vehicle and mileage will be reimbursed at the Internal Revenue Service (IRS) standard mileage rate set January 1st of the previous year.
2. Allowable miles are calculated pursuant to the mileage chart of the official state map published by the State Highway and Transportation Department for distances in New Mexico and the most recent edition of the Rand McNally road atlas for distance outside of New Mexico <http://www.randmcnally.com/mileage-calculator.do>; or
3. Pursuant to actual mileage if the beginning and ending odometer reading is certified as true and correct by the employee; and, the destination is not included on the official state map or on the Rand McNally road atlas;
4. Employees are allowed 30 miles per day for commuting at the destination. If additional mileage is incurred in the performance of official duties, the employee must document those miles and duties and submit to Department Head for approval.
5. Excluding elected public officers and non-salaried public officers, when personal

automobiles are used for the convenience of the employee instead of an available City vehicle and prior approval has been obtained from the Department Head, mileage reimbursement will be for “gas receipts” only.

6. If a City vehicle or personal vehicle is unavailable, a rental car may be provided to an employee. No employee will be required to use a personal vehicle for City business.

9.3 Aeronautical Miles

Privately owned airplanes will be reimbursed at the rate of \$.88 per aeronautical mile as follows:

1. Pursuant to the New Mexico Aeronautical Chart published by the State Department of Transportation, Aviation Division, for distances in New Mexico and other states’ air maps for distances outside of New Mexico; or,
2. Pursuant to actual air mileage if certification is provided by the pilot or a beginning and ending reading of actual mileage if the reading is certified as true and correct by the employee and the destination is not included on an air map.

9.4 Rental Vehicle

When a City employee is driving a rental vehicle on City business, use the city credit card to pay for the rental. Do NOT purchase the loss damage waiver (coverage on rental vehicle), the city credit card includes rental car coverage. DO purchase the supplemental liability coverage of \$1,000,000 (coverage for non-employee passengers, other vehicle’s damage and occupants) at the time of reservation/rental.

9.5 Accident Procedure

1. When an employee is involved in an accident in a city vehicle, the employee is instructed to:
 - Assess your condition then Dial 911 for police/emergency services.
 - Call your supervisor as soon as possible
 - If the vehicle is not operable, have it towed. Remove all personal items and get tow-in sheet and business card of wrecking service. Contact one of the following rental car agencies:
 - Avis: 1-800-331-1212
 - Budget: 1-800-527-0700
 - Enterprise: 1-800-261-7331
 - Go to the nearest Urgent Care facility (including hospitals) and have a drug/alcohol test completed, use city credit card to pay.

- If in a rental car and city VISA credit card used for the rental, contact the Benefit Administrator at 1-800-VISA-911 to report the theft or damage regardless of whether your liability has been established.
2. City-rented vehicles are for official City business only.
 3. Vehicles rented for personal use in conjunction with City-related travel may be rented on the same rental contract but the employee will need to pay for the personal use portion of the rental with a separate personal credit card. The employee may not use a City credit card or P-card to pay for the personal portion of the rental.
 4. Any insurance claims that arise when personal vehicles or personal airplanes are used must initially be filed against the employee's carrier.

SECTION 10. NON-SALARIED PUBLIC OFFICERS

1. Provided that the board, commission or committee meeting is held 35 miles outside of the municipal boundaries, non-salaried public officers will be reimbursed in accordance to the following guidelines:
 - 1) Actual expenses for overnight lodging and the allowable partial day rates for meals in accordance with Section 4.
 - 2) Mileage reimbursement in accordance with Section 9 for attending each board or committee meeting.
2. If no overnight lodging is required, reimbursement for meals will be in accordance with the partial day rates in Section 4.
3. For travel on other official business that does not constitute a board, committee or commission meeting, non-salaried public officers will be reimbursed actual expenses for meals and mileage as set out in Sections 4 and 9.

SECTION 11. MISCELLANEOUS PROVISIONS

1. Department Heads will establish procedures for employee travel arrangements and approvals within their respective departments.
2. Several employees traveling to the same destination are encouraged to car pool in a city vehicle.
3. Travel expenses incurred by a family member or guest of the employee will not be

reimbursed.

4. Employees traveling in City vehicles or rental cars provided by the City may car-pool non-City employees on the trip with prior approval from their respective Department Head.
5. Employees are required to have valid Defensive Driving certification (as recognized by City insurance carrier). Public officials are encouraged to obtain Defensive Driving Certification provided by City.
6. Non-employee or non-volunteers who may be traveling with City employees or volunteers are not authorized to drive city vehicles except in emergency situations.
7. Travel time will be paid to employees pursuant to the Fair Labor Standards Act.
8. City procurement or credit cards are to be used for travel such as hotel lodging, airline tickets, rental cars and meals. Procurement cards can be used by those employees to whom they have been assigned as long as the business travel expenses incurred occurred while on official business for the City and in accordance to the Procurement Policy.
9. Employees not issued a city credit or procurement card will check out a city credit card from the Finance Department for travel costs.
10. Within 5 days of the return from their travel, the employee will account and turn in to the Finance Department all travel expenses on “Actual Travel Expenses” form (available on KIVA). Once input and calculated by the Finance Department, any amounts due to the City will be reimbursed through a payroll deduction. If amounts are due to the employee, a check will be issued with the next check run (checks are processed once a week). Future travel may not be approved until all prior travel expenses are accounted for and submitted to Finance Department.

SECTION 12. EMPLOYEE ACTION

The email dated March 1, 2018 along with attached Administrative Regulation will serve as acknowledgement to all City Employees. All employees have access to a City email address. All employees are responsible to check their city email during work hours and are accountable for items that are sent out via email.

The City of Aztec Personnel Policy and all current administrative regulations are available to employees on KIVA and from the Human Resource Department.

**TRAVEL POLICY
EMPLOYEE ACKNOWLEDGEMENT**

Admin Reg Effective Date: March 1, 2018

I _____ am in receipt of the Administrative Regulation
(Employee name, PRINTED)
entitled ***Travel Policy for City Employees and Public Officers*** and understand that I
am required to read and become familiar with this regulation. If I have questions or
need further clarification I will contact my Supervisor/Department Head, City Manager or
the Human Resources Department.

Employee Signature

Date