



Travel Reimbursement and Per Diem Policy

A. Effective

February 1, 2021

B. Applicability

This policy applies to all members of the Board of Regents of New Mexico Tech (“the Board”), faculty, staff, and students traveling for official New Mexico Tech (“the University”) business.

C. Policy

The Board establishes policy and has the right to revise the policy, subject to the Per Diem and Mileage Act, in order to carry out the mission of the University. The University shall follow the State Per Diem and Mileage Act 10-8-1 to 10-8-8 NMSA 1978 (the “Per Diem and Mileage Act”) or Federal per diem rates where applicable.

The Board finds that the per diem allowance is inadequate to reimburse per diem travel expenses in Albuquerque, Santa Fe and many other municipalities in New Mexico where employees are likely to travel, and, therefore, authorizes reimbursement for in-state travel in New Mexico in an amount not to exceed the highest rate allowed for in-state travel. The Board further finds that the per diem allowance is inadequate to reimburse per diem travel expenses in many places outside New Mexico where employees are likely to travel and, therefore, authorizes reimbursement for out-of-state travel in the amount not to exceed the highest rate allowed for out-of-state travel.

Pursuant to the Per Diem and Mileage Act, Section 10-8-5.D, NMSA 1978, the Board has determined that reduced University rates shall be used for travel destinations where the rates exceed Federal allowable reimbursement rates for meals, incidental expenses and lodging permitted and deems it to be in the University’s interest to do so. In addition, the Board recognizes that in the extraordinary circumstances resulting from the high cost of travel to certain destinations, the costs of travel to such destinations will exceed the per diem rates set in the Act and has determined to allow actual expenses of travel to such destinations rather than the per diem rates set in the Act.

Travel on official University business by members of the Board, faculty, staff, and students’ is integral to the University’s mission. The University shall reimburse the reasonable and allowable costs of this travel.

D. Emergency Public Health and Travel Orders

Members of the Board, faculty, staff, and students traveling for official University business must comply with all New Mexico State Public Emergency Orders and any Federal public health orders applied to federal contracts with New Mexico Tech.

E. Implementation

The President shall adopt administrative procedures, set forth in the Travel Procedures, to implement this policy.