



Travel Reimbursement and Per Diem Policy

A. Effective

TBD

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 of Regents 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, therefore, authorizes reimbursement for in-state travel in New Mexico in the amount not to exceed the highest rate allowed for in-state travel. The Board of Regents 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 has determined that extraordinary circumstances may exist because of the high cost of travel. For travel to such high cost destinations, the Board hereby approves payment for actual expenses as necessary for lodging.

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. Implementation

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

Travel Reimbursement Rates

A. In-State

	University	State Low Rate	State High Rate
In-State Per Diem and Lodging	\$135.00	\$85.00	\$135.00
• Lodging	\$89.00	\$55.00	\$105.00
• Meals	\$46.00	\$30.00	\$30.00
Total Allowed	\$135.00	\$85.00	\$135.00

B. Out-of-State

	University	State Low Rate	State High Rate
Out-of-State Per Diem and Lodging	\$215.00	\$115.00	\$215.00
• Lodging	\$169.00	\$70.00	\$170.00
• Meals	\$46.00	\$45.00	\$45.00
Total Allowed	\$215.00	\$115.00	\$215.00