

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2009-102

INTRODUCED BY:

Councilor Wurzbarger

A RESOLUTION

REPEALING RESOLUTION NO. 2003-104; AND ADOPTING A REVISED CITY OF SANTA FE PER DIEM AND MILEAGE POLICY THAT REFLECTS THE 2009 STATE LEGISLATIVE AMENDMENTS TO THE PER DIEM AND MILEAGE ACT, §§ 10-8-1 THROUGH 10-8-8, NMSA 1978.

WHEREAS, the Per Diem and Mileage Act ("Act"), §§ 10-8-1 through 10-8-8, NMSA 1978, governs the rates for reimbursement for travel by public officers and employees; and

WHEREAS, the State Legislature during the 2009 session amended § 10-8-4 D of the Act which now states “Every public officer or employee shall receive up to the internal revenue service standard mileage rate set January 1 of the previous year for each mile traveled in a privately owned vehicle.”; and

WHEREAS, the Department of Finance and Administration amended Rule 2.42.2-11 NMAC (“Rule”) to reflect the amendments to the Act; and

WHEREAS, paragraph (B)(1) of the Rule states in part that public officials and employees shall be reimbursed at the rate of “80% of the internal revenue service standard

1 mileage rate set January 1 of the previous year for each mile traveled in a privately owned
2 vehicle,” unless the secretary has reduced the rate; and

3 **WHEREAS**, the City’s current Per Diem and Mileage Policy (“Policy”) was adopted by
4 Resolution 2003-104; and

5 **WHEREAS**, the policy allows for reimbursement to public officers and employees for
6 mileage for travel by private vehicle in the discharge of official duties at the rate of 32 cents per
7 mile; and

8 **WHEREAS**, paragraph (C) of the Rules states that local public bodies may reimburse
9 employees “at the statutory rates unless such rates have been reduced by the governing bodies of
10 the local public body”; and

11 **WHEREAS**, the Governing Body desires to conform to the Act and the Rule to increase
12 the current amount of mileage reimbursement from 32 cents per mile to 80% of the internal
13 revenue service standard mileage rate set January 1 of the previous year for each mile traveled in
14 a privately owned vehicle.

15 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
16 **CITY OF SANTA FE** that Resolution No. 2003-104 is repealed.

17 **AND BE IT FURTHER RESOLVED** that the City’s Per Diem and Mileage Policy is
18 amended to increase mileage reimbursement from 32 cents per mile to 80% of the internal
19 revenue service standard mileage rate set January 1 of the previous year for each mile traveled in
20 a privately owned vehicle.

21 **AND BE IT FURTHER RESOLVED** that upon adoption of this Resolution, the
22 amended Per Diem and Mileage Policy shall be attached to this Resolution.

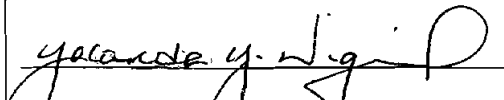
23 **PASSED, APPROVED, and ADOPTED** this 28th day of October, 2009.
24
25

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

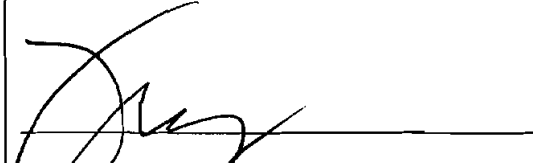


DAVID COSS, MAYOR

ATTEST:


YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:


FRANK D. KATZ, CITY ATTORNEY

TRAVEL & REIMBURSEMENT PER DIEM AND MILEAGE POLICY

PURPOSE: The purpose of this policy is to provide for the payment of per diem and mileage and the reimbursement of expenses for all salaried and non-salaried public officers and City employees.

POLICY: The Per Diem and Mileage Act provides that the Governing Body may promulgate rules and regulations defining what constitutes out-of-state travel; authorizing actual reimbursement; prorating per diem; authorizing advance payments for travel expenses; and authorizing reimbursements of actual costs in lieu of per diem.

REFERENCE: City of Santa Fe Resolution No. 2009-102 adopting the Per Diem and Mileage Act, Section 10-8-1 to 10-8-8. NMSA 1978.

EFFECTIVE

DATE: This policy is effective on the date of approval by the Governing Body.

APPROVAL:


CITY MANAGER

11/19/09
DATE

**TABLE OF CONTENTS
PER DIEM AND MILEAGE POLICY**

	TITLE	PAGE NO.
SECTION 1	DEFINITIONS	1
SECTION 2	TRAVEL VOUCHER FORMS	3
SECTION 3	PER DIEM – RATES – PRORATION	5
SECTION 4	TRAVEL ADVANCES	9
SECTION 5	MILEAGE – PRIVATE CONVEYANCE	10
SECTION 6	PAYMENT OF OTHER EXPENSES	12
SECTION 7	REIMBURSEMENT FOR IN-CITY MILEAGE	14

ATTACHMENTS

	TITLE	PAGE NO.
Attachment A	Procedures for Completing Travel Voucher	i
Exhibit I	Travel Request and Authorization	ii
Exhibit II	Request for Travel Advance/Payment Reconciliation	iv
Exhibit III	Purchase Voucher	vi
Exhibit IV	Itemized Schedule of Expenses	viii
Exhibit V	Travel Request and Authorization – In-State Travel With No Overnight Stay Required	x
Exhibit VI	Authorization Request for Use of Personal Vehicle	xii
Exhibit VII	Personal Vehicle In-City Travel Log	xiv
Exhibit VIII	Petty Cash Voucher	xvi
Attachment B	AFFIDAVIT	xviii
Attachment C	TABLE OF DISTANCES (NM)	xix

CITY OF SANTA FE
PER DIEM AND MILEAGE POLICY

ADMINISTRATIVE SERVICES DEPARTMENT

October 28, 2009

SECTION 1.

DEFINITIONS

DESIGNATED POST OF DUTY – means the address of an officer's or employee's assignment as determined by the City Manager.

EMPLOYEE – means any person who is in the employ of any City department and/or whose salary is paid either completely or in part from public money.

HOME – means the place of residence or within 35 miles thereof.

OUT-OF-STATE – means beyond the exterior boundaries of the State of New Mexico.

PUBLIC OFFICER – means every elected or appointed officer of a governmental entity, including but not limited to:

1. Governing Body;
2. Municipal Judge; or
3. Non-salaried members or advisory boards, committees or commissions lawfully appointed by the governing body.

TRAVEL – For per diem purposes (but not mileage purposes) means away from and at least 35 miles away from the designated post of duty of the public officer or employee; provided, however, that non-salaried public officials may be eligible for per diem for attending meetings, provided such meetings must be outside the municipal boundaries.

SECTION 1. DEFINITIONS (CONTINUED)

TRAVEL TIME – means the amount of time away from home and designated post of duty. Travel time shall not include the amount of travel time out-of-state by private car or vehicle exceeding the travel time which would have been required to travel by commercial airline to the out-of-state destination, unless the car or vehicle is necessary for the official purpose of the public officers and employees.

TRAVEL VOUCHER – means a payment voucher submitted for the purpose of claiming reimbursement for travel expenditures. The following forms, submitted as a package, constitute a travel voucher.

1. Travel Request and Authorization Form (all travel requires a memorandum of explanation) – Exhibit I.
2. Request for Travel Advance/Payment Reconciliation – Exhibit II,
3. Purchase Voucher – Exhibit III,
4. Itemized Schedule of Expenses – Exhibit IV.

The following forms submitted as a package, constitute a voucher for in-state travel with no overnight stay:

1. Travel Request and Authorization In-State Travel with no Overnight Stay Required – Exhibit V
2. Itemized Schedule of Expenses – Exhibit IV
3. Petty Cash Voucher – Exhibit VIII
or Purchase Voucher (as applicable).

SECTION 2. TRAVEL VOUCHER FORMS

- A. Every claim for reimbursement or advance of per diem, mileage, and other reimbursable travel expenses shall be on a travel voucher (Attachment "A").
- B. Travel vouchers for the reimbursement of public officers and employees must have receipts attached for all expenses claimed, except:
 - 1. claims for reimbursement of mileage for **travel by private conveyance** pursuant to this rule;
 - 2. claims for reimbursement of **per diem** pursuant to this rule (reimbursement claims for actual lodging or food costs must have receipts attached);
 - 3. claims for reimbursement for taxi rates or other transportation fares at the travel destination, unless fares exceed \$6.00 per day or \$30.00 per trip;
 - 4. claims for travel advances; and,
 - 5. under circumstances where the loss of receipts would deny reimbursement and create a hardship, in which case a notarized affidavit (Attachment "B") from the officer or employee attesting to the expenses may be substituted for actual receipts to accompany the travel voucher.

SECTION 2. TRAVEL VOUCHER FORMS (CONTINUED)

- C. Every travel voucher shall set forth:
1. the destination or destinations to which traveled, the purpose served by the travel, and the date and hour of departure and return, full proposed itinerary, and proposed charges;
 2. All travel requests must be accompanied by a memorandum stating the purpose and the anticipated benefits of the travel to the City, with a copy of the program agenda. If it is anticipated that a rental car will be needed, justification should be included in this memorandum.
- D. All requests for travel shall be submitted to the Budget Division for budget approval prior to submittal to the City Manager.
- E. No per diem, mileage or expenses shall be reimbursed to any public officer or employee unless:
1. the Travel Request and Authorization form has been approved, **prior to travel**, by the City Manager.
 2. the voucher has been certified as true and correct by the person requesting per diem, mileage or expenses; and,
 3. the voucher has been audited and approved for payment by an officer or employee designated to approve payments for the city.

SECTION 3.

PER DIEM – RATES – PRORATION

- A. Per diem shall be paid to public officers and employees only in accordance with the provisions of this section.
- B. Except as provided in Subsection C through G of this section, per diem for travel by public officers and employees shall be computed as follows:
1. Partial Day Per Diem Rate. Public officers or employees who occasionally and irregularly travel shall be reimbursed for travel which does not require overnight lodging, but extends beyond a normal work day as follows:
 - a. for less than two (2) hours of travel beyond normal work day, NONE;
 - b. for two (2) hours, but less than six (6) hours beyond the normal day \$ 8.00;
 - c. for six (6) hours, but less than twelve (12) hours beyond the normal work day, \$16.00;
 - d. for twelve (12) hours or more beyond the normal work day, \$22.50;

“Occasionally and irregularly” means not on a regular basis. For example, an employee is not entitled to per diem rates under this section if: the employee either travels **once a week** or travels **every fourth Thursday of the month**.

The employee is entitled to per diem rates under this section if: the employee either travels once a month with irregular destinations and at irregular times or travels four times in one month and then does not travel again in the next two months, if a regular pattern is not established.

“Normal work day” means eight (8) hours within a nine-hour period for all public officers and employees both salaried and non salaried, regardless of the officers’ or employees’ regular work schedule.

SECTION 3.**PER DIEM – RATES – PRORATION – (CONTINUED)**

2. For overnight travel for public officers and employees for each twenty-four (24) hour period **where overnight lodging is required:**

- | | | |
|----|---------------------------------------|----------|
| a. | in-state | \$ 85.00 |
| b. | out-of-state | \$115.00 |
| c. | out-of-state high cost areas include: | \$215.00 |

Atlanta	New York City
Atlantic City	Palm Springs
Boston	Philadelphia
Chicago	San Diego
Dallas/Fort Worth	San Francisco
Las Vegas	Washington, D.C.
Los Angeles	
Outside Continental	
United States	
(including Alaska &	
Hawaii)	

The rates in this paragraph shall apply even if travel is for a period less than twenty-four (24) hours, as long as **overnight lodging is required.**

3. For travel for a partial day, following a twenty-four (24) hour period **where overnight lodging is required**, per diem shall be calculated on the basis of the twenty-four hour cycle, which begins as of the time the traveler initially leaves on the trip. Upon completion of the last twenty-four hour cycle, the clock begins for purposes of calculating **partial day per diem** as follows:

SECTION 3. PER DIEM -- RATES -- PRORATION -- (CONTINUED)

- | | | |
|----|--|---------|
| a. | for less than two (2) hours | NONE |
| b. | between two (2) hours and six (6) hours | \$ 8.00 |
| c. | between six (6) and twelve (12) hours | \$16.00 |
| d. | between twelve (12) and twenty-four (24) hours | \$22.50 |

- C. Court witnesses shall be paid per diem pursuant to Section 38-6-4, NMSA 1978 for that time in which attendance is required with certification of the clerk of the court at the rate provided for non-salaried public officers for travel on official business that does not constitute attending a board or committee meeting, an in accordance with Paragraphs (1), (2), and (3) of section 5 (B) hereof.
- D. The governing body may reduce the rates of per diem and mileage set forth in this rule for any public official and/or employee of the City of Santa Fe.
- E. The rate of per diem set forth in this section shall be reduced by the following amount if food or lodging is provided the traveler:
1. For meals provided while on in-state-travel,

\$7.00/breakfast;
\$8.00/lunch;
and \$15.00/dinner.
 2. For meals provided while on out-of-state-travel,

\$10.00/breakfast;
\$12.00/lunch;
and \$23.00/dinner.

SECTION 3. PER DIEM -- RATES -- PRORATION -- (CONTINUED)

3. For lodging provided while on in-state-travel, \$55.00 for each twenty-four (24) hour period.
 4. For lodging provided while on out-of-state travel, \$70.00 for each twenty-four (24) hour period.
 5. For lodging provided while on out-of state travel in a high-cost area, \$170.00 for each twenty-four (24) hour period.
 6. If the employee is provided three meals as well as lodging for each twenty-four (24) hour period, no per diem shall be allowed.
- F. Upon written request, the City Manager may grant prior written approval for a public officer or employee to be reimbursed actual expenses in lieu of per diem as set forth in this Section. Reimbursement for meals is limited to a maximum of \$30.00 while on in-state-travel and \$45.00 while on out-of-state-travel per 24 hour period, provided the public officer or employee submits receipts for the actual expenses incurred. Reimbursement for lodging is based on receipts for the actual expenses incurred.
- G. Except with the approval of the City Manager, no public officer or employee shall be reimbursed for more than thirty (30) days of per diem in any fiscal year for attending educational or training programs.

SECTION 4. TRAVEL ADVANCES

- A. Upon written request accompanied by a travel voucher, an officer or employee may be advanced up to **eighty (80%) percent** of estimated per diem or actual cost of lodging and meals pursuant to Section 5, Paragraph F, and must be submitted on the Request for Travel Advance/Payment Reconciliation Form (Exhibit "II")
- B. Requests for travel advances shall be processed not earlier than one week prior to travel unless significant savings can be realized for travel by common carrier and for registration fees for seminars and conferences.
- C. Public officers and employees shall submit, within five (5) working days of return from the trip:
 - 1. a Request for Travel Advance/Payment Reconciliation (Exhibit II), an Itemized Schedule of Expenses (Exhibit IV) with actual dates, times, amounts, etc., and a Purchase Voucher (Exhibit III) with receipts for any additional cost incurred by the traveler; or
 - 2. a Request for Travel Advance/Payment Reconciliation (Exhibit II), an Itemized Schedule of Expenses (Exhibit IV) stating actual dates, times, amounts, etc., with receipts and **a refund** for any amount advanced in excess of the actual expenses.

SECTION 5. MILEAGE – PRIVATE CONVEYANCE

- A. Mileage for travel by private conveyance shall be paid only in accordance with the provisions of this section.
- B. Public Officers and employees shall be reimbursed mileage for travel by private conveyance in the discharge of official duties, as follows:
 - 1. privately owned automobile, 80% of the internal revenue service standard mileage rate set January 1 of the previous year for each mile traveled.
 - 2. privately owned airplane, 88 cents per mile.
- C. Mileage shall be reimbursed at the rate set forth in this Section as follows:
 - 1. Pursuant to a mileage chart from an official road or air map of this state (Attachment "C"), or a road or air map of any other state, or a recognized atlas published within five years prior to the date of travel; or,
 - 2. Pursuant to actual mileage if the beginning and ending odometer reading is certified as true and correct by the traveler; and,
 - a. the destination is not included on an official road or air map of this state or map of another state or recognized atlas; or,
 - b. at the destination or destinations of the public officer or employee, the public officer or employee was required to use the automobile in performance of official duties.

SECTION 5. MILEAGE – PRIVATE CONVEYANCE (CONTINUED)

- D. The total mileage reimbursement pursuant to this Section for out-of-state travel by privately owned automobile or privately owned airplane shall not exceed the total coach class commercial air fare for all officers and employees on City business traveling in the automobile or airplane.
- E. Mileage shall be reimbursed for travel on official business from Santa Fe as the point of origin. The City Manager may authorize reimbursement for mileage other than Santa Fe as the point of origin in appropriate circumstances.
- F. If more than one employee is traveling to the same destination at the same date and time, the City will reimburse the expense of one private vehicle, unless extraordinary business-related circumstances exist and prior approval by the City Manager has been granted.

SECTION 6. PAYMENT OF OTHER EXPENSES

- A. In addition to per diem, reimbursement may be made for the following actual expenses:
1. actual costs for travel by common carrier, provided each travel is accomplished in the most economical manner practical;
 2. taxi or other transportation fares at the travel destination;
 3. parking fees;
 4. rental cars or charter aircraft when appropriate, and if less expensive public transportation is not available, provided that:
 - a. request if made prior to travel; and
 - b. prior approval has been granted by the City Manager
 - c. only **Collision insurance may be purchased under a vehicle rental contract** since the City's workers' compensation and automobile liability policies cover bodily injury and property damage. Should a traveler wish to have other coverages, such as personal accident and property damage insurance, the costs will be the responsibility of the employee and will **not** be reimbursed.
 5. registration fees, provided:
 - a. no reimbursement shall be made for the portion of a registration fee which includes lodging; and
 - b. no reimbursement shall be made for the portion of a registration fee which is specifically allocated for meals.

SECTION 6.**PAYMENT OF OTHER EXPENSES (CONTINUED)**

6. in the event that additional expenses are incurred for personal accommodations, the employee will be responsible for the additional difference.
- B. Public officers and employees traveling out-of-state may be reimbursed without receipts for those expenses indicated in Paragraph 2 of Subsection A of this section, if not more than \$30.00 per trip is claimed. If more than \$30.00 per trip is claimed, all reimbursement claims must be accompanied by receipts. Claims for expenses in Paragraphs (1), (3), (4), and (5) of Subsection A must be accompanied by receipts under all circumstances.
- C. For public officers and employees traveling in state, no reimbursement shall be made pursuant to Subsection A of this section unless receipts for all expenses are attached to the reimbursement voucher.

SECTION 7. REIMBURSEMENT FOR IN-CITY MILEAGE

On an individual basis, employees may be reimbursed for using their personal vehicles for in-city mileage provided their request includes a memorandum approved by the Department Director and City Manager stating the reason for use of personal vehicles and that the traveler submits certified, true and correct odometer readings. The employee will have to show proof of a valid drivers license and current proof of insurance on the personal vehicle.

The Authorization Request for Use of Personal Vehicle for Travel shall be filled out and the Personal Vehicle In-City Travel Log shall be completed for each payment reimbursement request.

PROCEDURES FOR COMPLETING TRAVEL VOUCHERS

The following forms, submitted as a package, constitute a Travel Voucher:
(Copies Attached)

EXHIBIT	NAME OF FORM
---------	--------------

"I"	TRAVEL REQUEST AND AUTHORIZATION
"II"	REQUEST FOR TRAVEL ADVANCE/PAYMENT RECONCILIATION (used only when an advance payment is requested)
"III"	PURCHASE VOUCHER
"IV"	ITEMIZED SCHEDULE OF EXPENSES
"V"	TRAVEL REQUEST AND AUTHORIZATION – IN-STATE TRAVEL WITH NO OVERNIGHT STAY REQUIRED
"VI"	AUTHORIZATION REQUEST FOR USE OF PERSONAL VEHICLE FOR IN- CITY TRAVEL
"VII"	PERSONAL VEHICLE IN-CITY TRAVEL LOG
"VIII"	PETTY CASH VOUCHER

EXHIBIT I – TRAVEL REQUEST AND AUTHORIZATION FORM

This form must be filled out and approved prior to ALL travel whether or not traveler will be reimbursed. For reimbursement and payment of travel expenses, fully executed copies of this form should be attached to purchase vouchers for payment to:

Traveler (for expenses incurred by traveler)	Original
Travel Agency (for air fare)	Copy
Registration Fees/Tuition	Copy

PROCEDURES FOR COMPLETING THIS FORM ARE AS FOLLOWS:

Exhibit	Corresponding	
No.	Number on Form	Information Required
I	(1)	Current Date
I	(2)	Indicate whether you desire a TRAVEL ADVANCE. If YES please attach Exhibit "II".
I	(3)	Indicate whether the travel is in-state or out-of-state
I	(4)	Name of person who is traveling
I	(5)	The traveler's Department/Business Unit
I	(6)	Brief description of the travel; (Out-of-State Requests require a memorandum to the City Manager via the Department Director describing benefits to the City)
I	(7)	Originating place of departure-destination point and return
I	(8) & (9)	The date and estimated time of departure from Santa Fe
I	(10) & (11)	Date and estimated time for return to Santa Fe
I	(12)	The Line Item Code where the trip is budgeted
I	(13)	City car license number, if traveling via City personal vehicle
I	(14)	Personal car license number, if traveling via a City vehicle
I	(15)	Other mode of transportation; rail, private airplane, etc.
I	(16)	Air fare expense
I	(17)	Private Car: map miles or odometer readings x 80% of the internal revenue service standard mileage rate set January 1 of the previous year for each mile traveled
I	(18)	\$30 per out-of-state trip
I	(19)	Estimated amount for vehicle parking
I	(20)	Per Diem: Number of official days and hours times the applicable rate, or Actual: cost of lodging plus \$30.00 per day for meals while on in-state-travel and \$45.00 while on out-of-state-travel
I	(21)	Registration Fee – supported by copy of sponsoring organization correspondence, even if paid by the Human Resources Department
I	(22)	Other, i.e., approved car rental, booth fees, etc.
I	(23)	Add lines 17 through 23 and record TOTAL
I	(24)	Signature of Traveler – Same as No. 4
I	(25)	Signature of Appropriate Department Head
I	(26)	Budget Office Signature Approval
I	(27)	City Manager Signature Approval
I	(28)	Vendor oral quotes on air fare

TRAVEL VOUCHER PROCEDURES

EXHIBIT II

CITY OF SANTA FE

TRAVEL REQUEST AND AUTHORIZATION

Date of Request _____ (1)

(2) ☐ Yes ☐ No Travel Advance Requested – (attach request)

(3) Permission is requested for ☐ Out-of-State ☐ In-State travel for the person/purpose listed:

Name _____ (4) Title _____

Depart./Business Unit _____ (5)

Detailed reason for travel _____ (6)

Starting point and destination _____ (7)

Date leaving _____ (8) Time of departure (*est.*) _____ (9)

Date Returning _____ (10) Time of arrival (*est.*) _____ (11)

Line Item Code to be charged _____ (12)

Means of travel:

☐ City Car *lic. no.* _____ (13) ☐ Personal car *lic. no.* _____ (14)

☐ Other _____ (15)

Anticipated cost of travel	Account/Sub-Account
	In-State Out-of-State
Plane (<i>coach</i>)*..... \$ _____ (16)	560550 560500
(<i>first class, if coach not available</i>)..... \$ _____	560550 560500
Private car (____miles x ____**)..... \$ _____ (17)	560550 560500
<input type="checkbox"/> Map Mileage <input type="checkbox"/> Odometer Readings	
Taxi & miscellaneous \$ _____ (18)	560550 560500
Parking fees..... \$ _____ (19)	560550 560500
<input type="checkbox"/> Per diem <input type="checkbox"/> Actual Expenses..... \$ _____ (20)	560250 560200
Registration \$ _____ (21)	560700 560700
Other (<i>specify</i>)..... \$ _____ (22)	
TOTAL \$ _____ (23)	
Traveler _____ (24)	
Approved as to request & budget availability	APPROVED:
Dept. Head _____ (25)	City Manager _____ (26) Date _____
Budget Office _____ (27)	
* <u>2</u> Plane Fare Quotations: _____	
VENDOR (1) _____ (28)	VENDOR (2) _____
Total Cost: \$ _____	Total Cost: \$ _____

**80% of the internal revenue service standard mileage rate set January 1 of the previous year for each mile traveled

EXHIBIT II – REQUEST FOR TRAVEL ADVANCE/PAYMENT RECONCILIATION

This form must be attached to the Travel Request and Authorization Form and a Purchase Voucher if the Traveler is requested an Advance Payment. Upon return from the trip, a copy of this form will be completed and submitted to the Accounts Payable Office within ten days after completion of the trip.

TO BE COMPLETED PRIOR TO TRAVEL:

Exhibit No.	Corresponding Number on Form	Information Required
II	(1)	Amount from No. 17 – Travel Request & Authorization
II	(2)	Amount from No. 18 – Travel Request & Authorization
II	(3)	Amount from No. 19 – Travel Request & Authorization
II	(4)	Amount from No. 20 – Travel Request & Authorization
II	(5)	Amount from No. 22 – Travel Request & Authorization
II	(6)	Sum total of lines 1a, 2a, 3a, 4a, and 5a.

TO BE COMPLETED UPON COMPLETION OF TRIP:

Exhibit No.	Corresponding Number on Form	Information Required
II	(7)	Amount from Itemized Schedule of Expenses
II	(8)	Amount from Itemized Schedule of Expenses
II	(9)	Amount from Itemized Schedule of Expenses
II	(10)	Amount from Itemized Schedule of Expenses
II	(11)	Amount from Itemized Schedule of Expenses
II	(12)	Sum total of No. 7, 8, 9, 10, and 11
II	(13)	Subtract line 12 from line 6 and enter difference

NOTE: If line 12 is LARGER than line 6, the City owes you money; complete a Purchase Voucher (Exhibit III).

If line 6 is LARGER than line 12, remit the amount on line 12 to the Accounts Payable Unit.

EXHIBIT II

CITY OF SANTA FE

REQUEST FOR TRAVEL ADVANCE/PAYMENT RECONCILIATION

TRAVELER: _____

Fill out the top half of this form when requesting a travel advance – *(prior to departure)*. Retain a copy for submittal of bottom half upon return from trip.

ESTIMATED:

Private Car Mileage (____miles x ____**)	\$ ____1____	x 80%	\$ ____ (1a) ____
Taxi & Miscellaneous	\$ ____2____	x 80%	\$ ____ (2a) ____
Parking	\$ ____3____	x 80%	\$ ____ (3a) ____
Per Diem/Actual Expenses	\$ ____4____	x 80%	\$ ____ (4a) ____
Other (specify)	\$ ____5____	x 80%	\$ ____ (5a) ____

TOTAL ADVANCE \$ ____ (6) ____

ACTUAL:

Private Car Mileage (____miles x ____**)	\$ ____ (7) ____
Taxi & Miscellaneous	\$ ____ (8) ____
Parking	\$ ____ (9) ____
Per Diem/Actual Expenses	\$ ____ (10) ____
Other (specify)	\$ ____ (11) ____

TOTAL ACTUAL \$ ____ (12) ____

Difference between ADVANCE and ACTUAL \$ ____ (13) ____

1. If total actual is greater than total advance: Submit Purchase Voucher in order to be reimbursed the difference.
2. If total advance is greater than total actual: Remit difference to the ACCOUNTS PAYABLE OFFICE.

**80% of the internal revenue service standard mileage rate set January 1 of the previous year for each mile traveled

City of Santa Fe

PURCHASE VOUCHER

Codes		Voucher Date:	
Business Unit	Object Account	Description	Expenditure
(1)	(2)	(3)	(4)
Fiscal Year		GRAND TOTAL \$	(5)
Vendor No.		Originator: Name and Department (6)	

PAYEE NAME
&
ADDRESS

[(7)]

FOR TRAVEL

JURAT: I (8) do solemnly swear that the above Account and the attached itemized statement are just and true
In all respects

PAYEE TITLE
Sign Here (9) (if any)

Notary: Subscribed and sworn to before me at
This day of , 20

Signed (10)

Title (seal)

My commission expires

OR IN LIEU OF NOTARIZATION, signature witnessed by:

Witness (11)

Witness

FOR PURCHASE

PAYEE SIGN HERE: I certify that the above bill is correct
And just and that the payment therefore has not been received.

X

FOR BOTH TRAVEL and PURCHASE

DEPARTMENT APPROVAL: I, or We, certify that the above articles were received in good condition after due inspection thereof, or the services were rendered as stated; that they were necessary and proper and that the amounts claimed are just and reasonable and that no part thereof has been paid.

(12)
Name Title

Name Title

AUTHORIZED SIGNATURE for Payment DATE:
(13)

EXHIBIT III – PURCHASE VOUCHER

This form is used for making payment whether it be to the traveler, travel agency, etc.

Exhibit No.	Corresponding Number on Form	Information Required
III	(1)	Business Unit – where the trip is budgeted (Same as No. 12 on the Travel Request and Authorization Form)
III	(2)	The applicable object account – refer to items 16 through 21 on the Travel Request and Authorization Form in the columns titles Account/Sub-Account – In-state and Out-of-State
III	(3)	Mileage, per diem, etc. (only those expenses incurred by traveler)
III	(4)	Amount of reimbursement by account/sub-account
III	(5)	Total expenditures
III	(6)	Name of person and Department originating request for payment
III	(7)	Name and Address of Traveler (employees use the City Address – P.O. Box 909)
III	(8)	Typed/Printed name of traveler
III	(9)	Signature of Traveler
III	(10)	Notary Seal and signature of notary
III	(11)	Signature of two witnesses, if not notarized. NOTE: Reimbursement will not be processed without either 10 or 11
III	(12)	Department Director Signature
III	(13)	Signature of authorized staff or Finance Department

EXHIBIT IV – ITEMIZED SCHEDULE OF EXPENSES

This form is used to itemize all allowable expenses reimbursable to the Traveler, following completion of the trip. Air fare or registration is rarely included on this form. The only exceptions are when the traveler has paid for the air fare of registration and has receipts for documentation. It is completed as follows:

Exhibit No.	Corresponding Number on Form	Information Required
IV	(1)	Name of Traveler
IV	(2)	Traveler's Department
IV	(3)	The beginning and ending dates of travel
IV	(4)	City/State (Destination) of Travel
IV	(5)	Date of departure and date of return from trip
IV	(6)	Departure time – to the closest half hour
IV	(7)	Arrival time at destination and return to home base to the closest half hour
IV	(8)	Enter destination, the nature of official business and description of expenditures, i.e., per diem, parking, mileage, car rental, taxi, etc.
IV	(9), (10), & (11)	For private vehicle use, either record beginning and ending odometer readings, total number of miles traveled and the mileage reimbursement requested (number of miles times 80% of the Internal Revenue Service standard mileage rate set January 1 of the previous year for each mile traveled = mileage) or number of map mileage times 80% of the Internal Revenue Service standard mileage rate set January 1 of the previous year for each mile traveled = mileage
IV	(12)	Per diem earned and requested for reimbursement (number of days times allowable per diem rate) or actual cost of lodging times number of nights, plus meals at \$30 times number of days traveled while on in-state-travel and \$45 times number of days traveled while on out-of-state-travel
IV	(13)	Miscellaneous reimbursements include: taxi, parking, tips and car rental
IV	(14), (15) & (16)	Total of each column
IV	(17)	Total of columns 14, 15 and 16. This total should be same as (5) on Purchase Voucher Form (Exhibit III)

EXHIBIT IV

CITY OF SANTA FE

ITEMIZED SCHEDULE OF EXPENSES

TRAVELER: _____ (1) DEPARTMENT: _____ (2)
For reimbursement of travel and other expenses incurred in the discharge of official duty from
_____ (3) to _____ Destination _____ (4)
Month Day Year Month Day Year

Date	TIME: show Departure	AM OR PM Arrival	Character of Expenditures: Enter destination, nature of Official business, miscellaneous	Odometer Enter Start & Finish	Readings Number of Miles	MILEAGE	AMOUNTS Per Diem Earned	MISC.
(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
TOTALS						(14)	(15)	(16)
GRAND TOTALS						(17)		

EXHIBIT V – TRAVEL REQUEST AND AUTHORIZATION IN-STATE TRAVEL WITH NO OVER NIGHT STAY REQUIRED

This form must be filled out and approved prior to ALL travel whether or not traveler will be reimbursed. For reimbursement and payment of travel expenses, fully executed copies of this form should be attached to purchase voucher for payment to:

Traveler (for expenses incurred by traveler)	Original
Registration Fee/Tuition	Copy

PROCEDURES FOR COMPLETING THIS FORM ARE AS FOLLOWS:

Exhibit No.	Corresponding Number on Form	Information Required
V	(1)	Current Date
V	(2)	Name of person who is traveling
V	(3)	Title of person traveling
V	(4)	Traveler's Department/Division/Business Unit
V	(5)	Brief description of the travel
V	(6)	Originating place of departure–destination point and return
V	(7)	Line Item Code where the trip is budgeted
V	(8)	City car license number, if traveling via a City vehicle
V	(9)	Personal car license number, if traveling via a personal vehicle
V	(10)&(11)	Date and estimated time of departure from Santa Fe
V	(12)&(13)	Date and estimated time for return to Santa Fe
V	(14)	Private Car: map miles or odometer readings x 80% of the Internal Revenue Service standard mileage rate set January 1 of the previous year for each mile traveled per mile
V	(15)	Estimated amount for vehicle parking
V	(16)	The number of hours beyond the normal work day
V	(17)	Registration Fee – Supported by a copy of sponsoring organization correspondence, even if paid by the Human Resources Department
V	(18)	Other mode of transportation: approved car rental, booth fees, etc.
V	(19)	Add lines 14 through 18 and record TOTAL
V	(20)&(21)	Date and estimated time of departure from Santa Fe
V	(22)&(23)	Date and estimated time for return to Santa Fe
V	(24)	Private Car: map miles or odometer reading x 80% of the Internal Revenue Service standard mileage rate set January 1 of the previous year for each mile traveled per mile
V	(25)	Estimated amount for vehicle parking
V	(26)	The number of hours beyond the normal work day
V	(27)	Registration fee- supported by a copy of sponsoring organization correspondence, even if paid by the Human Resources Department
V	(28)	Other, i.e., approved car rental, booth fees, etc.
V	(29)	Add lines 24 through 28 and record TOTAL
V	(30)	Signature of Traveler same as in No. 2
V	(31)	Signature of Appropriate Department Head

CITY OF SANTA FE

TRAVEL REQUEST AND AUTHORIZATION

IN-STATE TRAVEL WITH NO OVER NIGHT STAY REQUIRED

Date of Request _____ (1)
 Name _____ (2) Title _____ (3)
 Depart./Div/Business Unit _____ (4)
 Detailed reason for travel _____ (5)

Starting point and destination _____ (6)

Line Item Code to be charged _____ (7)

Means of travel: ☐ City Car lic. no. _____ (8) ☐ Personal car lic. no. _____ (9)

Anticipated cost of travel:

Date leaving _____ (10) Time of departure (est.) _____ (11)
 Date returning _____ (12) Time of arrival (est.) _____ (13)

	Line Item
Private car (_____ miles x */mile).....\$ _____ (14)	560550
<input type="checkbox"/> Map Mileage <input type="checkbox"/> Odometer Readings	
Parking fees\$ _____ (15)	560550
<input type="checkbox"/> Per diem\$ _____ (16)	560250
Registration\$ _____ (17)	560700
Other (specify)\$ _____ (18)	
TOTAL \$ _____ (19)	

Actual cost of travel:

Date departed _____ (20) Time of departure (actual) _____ (21)
 Date returned _____ (22) Time of arrival (actual) _____ (23)

	Line Item
Private car (_____ miles x */mile).....\$ _____	560550
<input type="checkbox"/> Map Mileage <input type="checkbox"/> Odometer Readings	
Parking Fees\$ _____	560550
<input type="checkbox"/> Per diem\$ _____	560250
Registration\$ _____	560700
Other (specify)\$ _____	
TOTAL \$ _____	

Traveler _____

Approved as to request & budget availability

Dept. Head _____

NOTE: Actual dates and times of departure and arrival must be shown above. No Itemized Schedule of Expenses form required.
 No travel advances are allowed.

*80% of the Internal Revenue Service standard mileage rate set January 1 of the previous year for each mile traveled

EXHIBIT VI – AUTHORIZATION REQUEST FOR USE OF PERSONAL VEHICLE FOR IN-CITY TRAVEL

This form must be filled out and approved prior to ALL travel whether or not traveler will be reimbursed. For reimbursement and payment of travel expenses, fully executed copies of this form should be attached to purchase voucher for payment to:

PROCEDURES FOR COMPLETING THIS FORM ARE AS FOLLOWS:

Exhibit No.	Corresponding Number on Form	Information Required
<hr/>		
VI	(1)	Name of employee who is traveling
VI	(2)	Employee's Department
VI	(3)	Employee's vehicle description (year, make, model, license No.
VI	(4)	Name of Employee's Car Insurance Company
VI	(5)	Car Insurance Policy Number
VI	(6)&(7)	From – To – Beginning and ending dates of Insurance Policy in force
VI	(8)&(9)	Name of employee requesting car and dated
VI	(10)&(11)	Signature of appropriate Department Director approval and dated
VI	(12)&(13)	City Manager's signature and dated

City of Santa Fe
AUTHORIZATION REQUEST FOR USE OF
PERSONAL VEHICLE FOR IN-CITY TRAVEL

EMPLOYEE NAME _____ (1) _____

DEPARTMENT _____ (2) _____

Vehicle description (year, make, model, license number) _____ (3) _____

INSURANCE COMPANY _____ (4) _____

POLICY NUMBER _____ (5) _____

COVERAGE PERIOD FROM: _____ (6) _____ TO _____ (7) _____

Authorization is requested to use my personal vehicle for in-city travel related to official city business. I understand that I must maintain in-force insurance, provide proof of insurance, and that my personal vehicle insurance policy is the primary insurer in the event of damage sustained to my vehicle during the conduct of official city business. I further acknowledge that I will be reimbursed at the rate of \$.25 per mile based on beginning and ending odometer readings supported by a travel log, subject to budget availability and approval by my department director. Authorization can be rescinded at the discretion of the department director or City Manager.

Requested by: _____ (8) _____ (9) _____
Employee Date

Approved by: _____ (10) _____ (11) _____
Department Director Date

Authorized by: _____ (12) _____ (13) _____
City Manager Date

Proof of insurance must be attached to this form. Please file this form with the Accounts Payable Office for payment verification.

EXHIBIT VII – PERSONAL VEHICLE IN-CITY TRAVEL LOG

This form must be filled out after travel whether or not traveler will be reimbursed. For reimbursement and payment of travel expenses, fully executed copies of this form should be attached to purchase voucher for payment to:

PROCEDURES FOR COMPLETING THIS FORM ARE AS FOLLOWS:

Exhibit No.	Corresponding Number on Form	Information Required
<hr/>		
VII	(1)	Name of employee who is traveling
VII	(2)	Employee's vehicle description (year, make, model, license No.)
VII	(3)	Date vehicle is used
VII	(4)	Travel Description – Destination Point
VII	(5)&(6)	Beginning and ending odometer reading
VII	(7)	Number of miles traveled – take beginning and ending odometer reading and subtract
VII	(8)	Total mileage claimed for 1 or several trips
VII	(9)&(10)	Multiply No. 8 x 80% of the Internal Revenue Service standard mileage rate set January 1 of the previous year for each mile traveled per mile and record TOTAL on No. 10
VII	(11)&(12)	Signature of Traveler – Same as No. 1 and dated
VII	(13)&(14)	Signature of Appropriate Department Head and dated

City of Santa Fe

PERSONAL VEHICLE IN-CITY TRAVEL LOG

EMPLOYEE NAME _____ (1)

VEHICLE DESCRIPTION (Year, Make, Model, License No.) _____ (2)

Date	Travel Description	Beginning Odometer Reading	Ending Odometer Reading	Mileage Claimed
(3)	(4)	(5)	(6)	(7)

Total Mileage Claimed _____ (8)
 Times _____ (9) *
 Total Reimbursement Claim \$ (10) _____

REQUESTED BY: _____ (11) _____ (12)
 Employee Date

APPROVED BY: _____ (13) _____ (14)
 Department Director Date

*80% of the Internal Revenue Service standard mileage rate set January 1 of the previous year for each mile traveled

EXHIBIT VIII – PETTY CASH VOUCHER

This form must be filled out in order to be reimbursed for travel expenses. The amount should not exceed the petty cash amount allowed.

PROCEDURES FOR COMPLETING THIS FORM ARE AS FOLLOWS:

Exhibit No.	Corresponding Number on Form	Information Required
<hr/>		
VIII	(1)	Date of request
VIII	(2)	Dollar amount
VIII	(3)	Description of travel
VIII	(4)	Line Item Code
VIII	(5)	Amount
VIII	(6)	Employees signature
VIII	(7)	Department/Division Head signature

PETTY CASH VOUCHER

DATE (1) _____VOUCHER _____

RECEIVED FROM CITY OF SANTA FE \$ (2) _____ IN PAYMENT FOR:

(3) _____

CLASSIFICATION

LINE ITEM CODE	AMOUNT
(4)	(5)
_____	_____
_____	_____

(6) _____
SIGNATURE (EMPLOYEE)
(7) _____
APPROVED (DEPARTMENT OR DIVISION)

AFFIDAVIT

(STATE OF NEW MEXICO)

)ss.

(COUNTY OF SANTA FE)

I, _____, first being duly sworn, depose and says:

1. I am an employee of the City of Santa Fe, and am employed as the
_____ of _____.

2. I attended _____ in
_____ on _____, 20__.

3. I do not have my actual receipts for costs of meals, transportation and other charges during the above-referenced time.

4. Upon my personal recollection, I spent \$ _____ for personal car usage,
\$ _____ for miscellaneous charges for parking, taxi, etc., and

\$ _____ per day (____ days) plus \$ _____ per day for meals to equal

\$ _____ for room and board.

FURTHER AFFIANT SAYETH NOT:

TRAVELER
CITY OF SANTA FE
P.O. BOX 909
SANTA FE, NM 87504-0909

Subscribed and sworn to before me this ____ day of _____, 20__, by
_____.

My Commission Expires _____

Notary Public