

TRAVEL REIMBURSEMENT POLICIES

1. General

These policies and procedures provide guidelines for the reimbursement of reasonable and allowable travel costs incurred by members of the New Mexico Judicial Branch. All travel reimbursements by the Judicial Education Center (JEC) are made pursuant to the policies of the University of New Mexico.

- 1.1. The policies are intended to establish maximum reimbursement levels. In all cases, travelers are urged to use good judgment when incurring travel expenses and to minimize reimbursement costs whenever possible.
- 1.2. To expedite processing of requests for travel reimbursement, travelers should thoroughly explain their travel claims and attach original supporting receipts and documentation. This is important for processing and to satisfy internal and external reviews and audits.

2. Eligibility and Reimbursement

- 2.1. These travel reimbursement policies and procedures do apply to travel by New Mexico Judicial Branch personnel who:
 - 2.1.1. are on official educational travel;
 - 2.1.2. are being reimbursed from University funds;
 - 2.1.3. and, for non-JEC programs, have received authorization to travel from JEC.
- 2.2. These policies do not apply to non-education related travel by judicial personnel.
- 2.3. All travelers seeking reimbursement of travel costs incurred by using personal funds need to submit a completed reimbursement form to JEC after travel is complete.
- 2.4. No judge or court staff member who is required to attend an out-of-state educational program as a result of disciplinary proceedings taken against that person shall be entitled to reimbursement for expenses related to attendance at such program from funds administered by JEC.

3. Prior Approval

- 3.1. Prior approval by JEC is required for travel outside of New Mexico and within the United States. Prospective travelers must submit a "Travel Funding Request" form.

4. Travel Time Defined

For purposes of computing the appropriate per diem allowances, travel time includes the time required to travel to and from the business destination, excluding the normal time required to travel from the traveler's principal residence to and from the place of employment.

- 4.1. Travel time may not include normal commuting time.
- 4.2. Travel time does not include time spent for personal business or time required to travel by car that exceeds travel time by commercial airline, unless travel by car is necessitated by the nature of the trip and prior approval to use car is given.

5. Transportation

5.1. Commercial Airlines

JEC will pay the reasonable cost of commercial "coach" airline travel. Travelers are encouraged to plan their travel far enough in advance to be able to receive the lowest available airfares coincident to their travel schedules.

5.1.1. Procurement Procedures

Travelers may choose to pay for their own commercial transportation in advance of a trip from personal funds or a personal credit card and request reimbursement from JEC after travel is complete. Receipts and itinerary must accompany claim.

5.2. Automobile Rental

Travelers are encouraged to use cost effective public transportation when available. Car rentals and any associated expenses will only be authorized upon written request by traveler to the Director of JEC to explain the cost efficiency and need of such means of travel.

5.3. Personal Automobile

Use of a personal automobile for official judicial education business will be reimbursed at the standard mileage rate published by the New Mexico State Per Diem and Mileage Act used by the University of New Mexico. The rate is currently (as of July 2003) \$0.32 per mile for each mile traveled in a privately owned vehicle. The rate is intended to cover all costs associated with owning the automobile, including gasoline, maintenance and repairs, insurance, etc.

5.3.1. In-State Mileage

Mileage reimbursement for in-state travel between cities will be based on official map mileage. Additional mileage reimbursement for conducting judicial education business while at the business destination will be allowed when explained.

5.3.2. Out-of-State Mileage

5.3.2.1. Reimbursement for mileage of personal automobiles used in lieu of air travel for out-of-state travel may not exceed the cost of coach airfare.

5.3.2.2. Mileage to/from originating airport can only be claimed if you are not claiming airport parking and the cost of mileage is less than the cost of airport parking.

6. Lodging and Meals

Travelers may be reimbursed for lodging and meals via the two methods outlined below.

Method 1

6.1. Per Diem Allowance: Meals & Lodging

This allowance is intended to substantially cover the cost of both meals and lodging. Receipts for purchase of these services are not required to accompany requests for travel reimbursement on this per diem basis. The per diem allowance of:

- \$85.00 in-state area
- \$135.00 in-state special areas
- \$115.00 out-of-state areas

is intended for each 24 hour period or for a period less than 24 hours if overnight lodging is required.

Method 2

6.2. Actual Lodging Expenses Plus Meal Per Diem

Actual lodging expenses will be reimbursed when supported by applicable receipts. A meal reimbursement must not exceed, for each 24 hour period, the IRS per diem rates that can be found

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using the “Per Diem Rates” link at www.gsa.gov. The actual rates are under the “M & IE Rate” column for the destination city.

- 6.2.1. Only meals not included in the conference/course will be reimbursed.
- 6.2.2. Receipts for purchase of meals are not required to accompany requests for reimbursement on a per diem basis.
- 6.2.3. Room and tax will be reimbursed up to the published conference room block rate. Traveler is responsible for the difference if room charges exceed the published rate.

6.2.4. Partial Day Meal Per Diem Reimbursement

For partial day travel, either when overnight travel is not required or when it follows a 24 hour overnight stay, the meal per diem reimbursement will follow the guidelines below. Use the percentages (%) to calculate the per diems.

Partial Period	Depart on/or Before	Return on/or After	% of Per Diem Allowed Per Meal
Breakfast	6:00 AM	7:00 AM	20%
Lunch	12:00 PM	1:00 PM	25%
Dinner	6:00 PM	7:00 PM	55%

For example, in Albuquerque, the meals would be calculated as follows

- Breakfast = \$9.80 (\$49 x 0.20)
- Lunch = \$12.25 (\$49 x 0.25)
- Dinner = \$26.95 (\$49 x 0.55)

7. Miscellaneous Expenses

Other necessary business expenses, such as ground transportation, airport parking, tips (exclusive of meal gratuities), and registration fees, that can be documented as costs directly incurred as a result of the travel, will be reimbursed when itemized and explained on the travel reimbursement request. Receipts or other written certification must accompany the reimbursement request.

- 7.1. Airport parking can only be claimed if not claiming mileage to originating airport. Please see section 5.3.2
- 7.2. JEC will only reimburse ground transportation to/from airport.
- 7.3. JEC will only reimburse the early bird registration fees.

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8. General

These procedures apply to non-JEC out-of-state conferences only. A JEC “Travel Funding Request” form must be submitted to and approved by JEC prior to travel.

9. Travel Request

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- 9.1. A JEC "Travel Funding Request" form should be submitted to JEC at least 90 days prior to departure date.
- 9.2. JEC will only reimburse travel that has been approved by JEC prior to departure
- 9.3. JEC will respond to travel requests within ten business days after receiving request.

10. Travel Arrangements

Travel documentation cited in JEC approval letter must be submitted by the date stated in the letter or at least 3 weeks prior to any early bird dates, which ever occurs sooner. If this documentation is not received in a timely manner, JEC reserves the right to refuse direct payment or reimbursement of expense(s).

11. Travel Reimbursement

- 11.1. Travelers should complete and submit the "Travel Reimbursement Form" as well as sign and submit the "Travel Reimbursement Instructions."
- 11.2. Submit original, itemized receipts showing method of payment for all travel expenses for which you are seeking reimbursement.
 - 11.2.1. Receipts are not required for meals and mileage.
 - 11.2.2. Airfare reimbursement requires itinerary and receipt.
- 11.3. Travel reimbursement documentation must be postmarked within 30 days of returning from travel.