

Business Office

Travel Reimbursement and Per Diem

Effective August 1, 2008

Applicability

This policy applies to all members of the Board of Regents, faculty and staff traveling official University business.

Policy

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

The University shall follow the State Mileage and Per Diem Act (or Federal per diem rates where applicable) unless the Board of Regents expressly determines that alternative regulations are needed to carry out the University's mission.

Pursuant to the State Mileage and Per Diem Act, Section 10-8-5.E, NMSA 1978 (the "Act"), the Board of Regents has determined that, for travel destinations where the rates for reimbursement for meals and incidental expenses permitted by the Act exceed the rates set forth from time to time by the Internal Revenue Service and U.S. Department of State ("federal reimbursement rates"), New Mexico Tech reimbursement rates for meals should be reduced to be the same as the federal reimbursement rates. In addition, the Board of Regents has determined that extraordinary circumstances exist because of the high cost of travel to those destinations where the rates allowed by the Mileage and Per Diem Act. For travel to such destinations, the Board hereby approves payment for actual expenses for meals and incidental expenses as specified from time to time in the Federal reimbursement rates.

Implementation

The President shall adopt administrative policies and procedures to implement this policy.