

RESOLUTION 24-XX

A RESOLUTION REGARDING TRAVEL EXPENDITURES

WHEREAS, the City of Roswell's officials, officer, and employees must travel for business from time to time, and

WHEREAS, funding for such travel should be transparent to the public and in the public's best interest, and

WHEREAS, it is desirable for there to be simple and clear procedures for such funding,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

The minimum guidelines and procedures for travel reimbursement or upfront payment shall be consistent with NMSA 1978, § 10-8-4 and the following:

1. Standard Per Diem and Milage Rates:

- a. All per diem and milage rates for officials, officers, and employees shall be consistent with NMSA 1978, § 10-8-4 and its associated regulations and guidance as promulgated by DFA.
- b. The procurement officer with City Manager approval shall have the authority to issues updated memorandums to adjust rates and reimbursements as necessary and consistent with state law and rule.
- c. All travel by elect officials is subject to approval by the Mayor *and* the City Manager.

2. Actual expenses in Lieu of Per Diem:

Actual per diem expenses paid by officials, officers, and employees greater than standard per diem may only be paid when:

- a. Standard rates will not reasonably cover expenses, and
- b. There is written pre-approval by the Mayor *and* the City Manager in the case of officials and officers, or the City Manager or his designee for employees under his control. Such a request of pre-approval shall include the agenda or an outline of the need for the travel, and
- c. Documentation of the agenda and paid receipts for each and every expense claimed must be provided within 30 day of trave, and
- d. Payment for meals and travel is consistent with NMSA 1978, § 10-8-4.

3. Standard Actual Expenses Reimbursed:

Reimbursement will be made for standard actual expenses, other than per diem expenses, such as for coach airfare, reasonably necessary taxis, parking fees, car rental, or the like at the most economically practical available rates and are directly inferred in the discharge of authorized travel.

4. Milage:

Travel by private conveyance in the discharge of official duties shall be made consistent with state law. Millage shall be reimbursed at no less than 100% of the prior year's IRS standard milage rate. Milage shall be reimbursed based upon distances as show on Google maps, plus up to 15 miles a day of incidental travel.

5. Limitations on Travel Reimbursement

Any person who is reimbursed in an amount in excess of \$1,500 in a single fiscal year shall not be eligible for any further reimbursement unless person furnishes in writing to the Mayor and City Council an itemized statement of each separate instance of travel covered within such reimbursement, the place of travel, the purpose of travel, and the public benefit for the travel. Such letter shall be delivered to the council for approval no less than thirty (30) days prior to such travel is to take place.

6. Tipping

When actual expenses are reimbursed, tips shall be reimbursed when traveling at no greater than 20% of the bill. Documents shall be provided for tip reimbursement. Tips are included when standard per diem rates are applied.

7. Out of state travel

All out of state travel shall communicated to the City Council prior to travel.

8. Travel Advances

- a. Advance payment of 80% of the estimated travel expenses for authorized trave may be made prior to travel provided the traveler submits an appropriate written travel voucher to the finance department with sufficient time a determined finance department to be included in the standard processing and approval of warrants.
- b. Where a travel advance is made for a single trip, the travel shall remit, within five days of return any excess advance payment to the finance department. Refunds may, at the discretion of the City, be directly withheld from the employee's wages if such refund is not remitted withing five days from the trip

without further approval or notice to the employee.

- c. Travel advances for per diem and milage will be calculated using the standard rates.
- d. The Finance Department shall be responsible for establishing appropriate forms and procedures for travel advances as approved by the City Manager.

9. Travel Vouchers and Procedures for Administration

- a. Every request for traves reimbursement or travel advances of per diem, milage, or other expense subject to this resolution shall be submitted on a travel voucher and shall be consistent with City policy and applicable law.

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST

Amalia Martinez, City Clerk