

Luna Community College
Business Operations – Category 2
Policy 2.5 – Travel Policy

Purpose:

The purpose of the travel policy is to establish clear guidelines for travel related expenses and procedures for Luna Community College (LCC) employees, students, and the Board of Trustees. It aims to ensure consistency, control costs, and comply with legal and regulatory requirements. The policy sets expectations, outlines reimbursable expenses, and provides a framework for efficient and effective travel planning and reporting.

Scope:

The travel policy applies to all employees, students, and the LCC Board of Trustees traveling on behalf of the institution for official college purposes. It includes guidelines for all forms of travel related expenses, including transportation, lodging, incidental costs, both within and outside the state of New Mexico. This policy is designed to ensure compliance with college procedures and state regulations, promoting fairness and accountability.

Authorization for Travel and Reimbursement: In-State and Out-of-State:

Employees must obtain approval via a Workday Spend Authorization from their supervisor or department head at least 10 days before travel, including budget source, estimated expense, and travel itinerary. To qualify for reimbursement of travel expenses, the traveler must be on official business at least 50 miles from designated post of duty and the event must involve overnight lodging or be long enough to qualify for partial day per diem. Overnight travel reimbursements will be based on per diem rates, in accordance with NMSA Chapter 10, Article 8 – Per Diem and Mileage Act.

Per Diem and Mileage Rates:

Pursuant to N.M.S.A. (1978) § 10-8-5, the Financial Control Division of the Department of Finance and Administration (NMDFA) issues this notice of updates to the Regulations Governing the Per Diem and Mileage Act at § 2.42.2 of the New Mexico Administrative Code.

<https://luna.edu/finance>

<https://www.nmdfa.state.nm.us/wp-content/uploads/2021/01/DFA-Rules.pdf>

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Policy 2.5 – Travel Policy

Expense Documentation:

Mileage and meal reimbursement rates are set by the state and may vary annually. All travel expenses must be documented with receipts and submitted within five (5) business days upon return via a Workday Expense Reports. Expense Reports will be reviewed and approved by the supervisor or department director, as well as Finance Office staff.

Lodging:

Lodging expenses must be included in the Workday Spend Authorization and arranged at least ten days in advance via Purchase Order. Luna Community College will pay for lodging up to \$350 per day, inclusive of taxes and other fees. Short notice, self-pay, exceptions will be considered on case-by-case basis; if approved, the traveler will be reimbursed via Expense Report.

Mileage:

Mileage will be reimbursed if an LCC vehicle is not available, the vehicle request is denied, or when a personal vehicle is used to travel. Use of personal vehicles must be pre-approved if LCC transportation is available. Mileage reimbursement will be calculated according to NMDFA annual per diem and mileage rates.

Meals:

Approved overnight and partial-day travel meal reimbursements are determined by NMDFA per diem annual rates. Receipts must be submitted within five (5) business days upon return.

Board of Trustees:

Non-salaried public officers of the state are subject to 2.42.2.8 Section C, regarding compensation for regular meetings and travel reimbursement over 50 miles from home.

Reimbursement of Other Expenses:

Taxi or other transportation fares, gratuities, parking fees, rental cars, registration fees, will be determined by NMDFA Per Diem and Mileage Act section 2.42.2.12.

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Travel Advances and Reimbursements:

Reimbursable cost advances are paid at 80% of NMDFA per diem annual rates and must be pre-approved by department supervisor/director and LCC Finance Department. Upon return, receipts will be submitted within five (5) business days for actual per diem reimbursement.