



VALENCIA COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION 2022- 56

A RESOLUTION

ADOPTING AN UPDATED TRAVEL POLICY RELATING TO THE REIMBURSEMENT AND TRAVEL FOR PER DIEM AND MILEAGE EXPENSES FOR PUBLIC OFFICERS AND EMPLOYEES OF THE COUNTY WHILE ON OFFICIAL COUNTY BUSINESS

WHEREAS, the state Per Diem and Mileage Act (§§10-8-1 to 10-8-8 NMSA 1978) and the state Administrative Code (2.42.2 NMAC) governs the reimbursement for travel of all public officers and employees of local public bodies; and

WHEREAS, the state Per Diem and Mileage Act authorizes the County to adopt, by resolution, regulations relating to the Per Diem and Mileage act including reducing or eliminating per diem and mileage reimbursement (§10-8-8B NMSA 1978);

WHEREAS, this policy repeals and replaces previous travel policies, including but not limited to Resolutions 2004-44, 2005-05 and 2015-48 with the adoption of this policy.

NOW THEREFORE, BE IT RESOLVED, that the Board of County Commissioners adopts this policy for public officers and employees for mileage and per diem reimbursement, such as travel expenses, attending meetings, or travel advance.

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Section 1. Purpose

The purpose of this policy is to establish uniform processes for requesting approvals for travel and regulations related to mileage per diem and the reimbursement of actual expenses while conducting official county business on approved travel.

Section 2. Definitions

- 2.1 "Normal Workday" means: Eight (8) hours within a nine-hour period, regardless of the officers' or employees' regular work schedule.
- 2.2 "Partial Day" means: Travel which does not require overnight lodging, but extends beyond a normal workday. The last day of travel where overnight lodging is no longer required.
- 2.3 "Official County Business" means: Business directly associated with County Government and duties directly related to the primary functions of the requestors responsibilities in the County Government.
- 2.4 "Department Head" means: The elected official of a department or the director of a department
- 2.5 "Employee" Means: Any person whose salary is paid, on a bi-weekly basis by Valencia County payroll, either completely or partially from public money.
- 2.6 "Public Officer" means: Elected or appointed officer of Valencia County, including: all board, advisory boards, committees or the commission as specifically authorized by law, County ordinance, County resolution or approved action of the Board of County Commissioners and authorized volunteer fire department personnel.
- 2.7 "Non-Salaried Public Officer" means: Appointed officers of Valencia County, including: all board, advisory board, committee or commission specifically authorized by law, County ordinance, County resolution or approved action of the Board of County Commissioners who are not paid a salary, on a bi-weekly basis, from Valencia County payroll.
- 2.8 "Private Transportation" means: An automobile owned by an individual for private use, an aircraft owned by an individual for private use
- 2.9 "Public Transportation" means: An automobile owned by Valencia County that is included in the insurance coverage. Any network of transportation for use by the public running on set routes, usually at set times and charging set fares.
- 2.10 "Designated Post of Duty" means: Address of a public officers or employees regularly assigned work area.

Section 3. Requirements to Travel

- 3.1 All requests for in-state and out-of-state travel by a public officer or employee shall be requested on approved travel forms, any request not completed on the required forms will not be processed. Requests must be approved by the Department Head and County Manager prior to departure, except as otherwise noted. The Finance Manager shall review all requests for travel to ensure budgetary sufficiency and adherence to policy and may recommend denial if sufficient budget does not exist or if the request is contradicting to the travel policy.