

**UNION COUNTY
RESOLUTION #2023-42**

**A RESOLUTION GOVERNING MILEAGE AND PER DIEM COMPENSATION
PURSUANT TO SECTION 10-8-4, et seq. NMSA 1978**

WHEREAS, NMSA 1978, Section 10-8-4, *et seq.* governs the reimbursement of public officers and employees for per diem and mileage; per diem and mileage will be reimbursed as per the schedule of reimbursements included in this document; and

WHEREAS, the Union County Commission desires to establish its policy and the rules, procedures and rates governing reimbursement for travel expenses, mileage and per diem; and

WHEREAS, Union County proposes to adopt rules, procedures and rates to be paid for mileage, per diem and travel expenditures as set forth in NMSA 1978, Section 10-8-4, *et seq.* and 2.42.2.1 NMAC, as specified herein;

NOW THEREFORE, BE IT RESOLVED, that the Union County Commission hereby adopts the schedules for reimbursement of per diem and mileage set forth in NMSA 1978, Section 10-8-4, *et seq.* and 2.42.2 NMAC, except as provided for or limited in this resolution; and

BE IT FURTHER RESOLVED, that the Union County Commission wishes to designate selected municipalities as in-state special areas and authorize the higher rate of per diem for the following: **COUNTY OF SANTA FE**; and

BE IT FURTHER RESOLVED, that the Union County Commission wishes to designate out of state special areas and authorize a higher rate of per diem for the following locations: **New York City, NY; Chicago, IL; Los Angeles, CA; Atlanta, GA; Boston, MA; Cleveland, OH; Dallas/Ft. Worth, TX; Detroit, MI; Houston, TX; Miami, FL; Minneapolis, MI; Philadelphia, PA; Pittsburg, PA; St. Louis, MO; San Francisco, CA; Washington, DC** (designated as metropolitan by the most recent edition of the Rand-McNally road atlas, and areas outside of the continental United States including Alaska and Hawaii); and

BE IT FURTHER RESOLVED, by the Union County Commission pursuant to the authority granted under NMSA 1978, Section 10-8-5 (D), that non-salaried public officers, including, but not limited to, members of any board, commission, advisory group or other body appointed by the Board of Commissioners shall be entitled to reimbursement for mileage and per diem for travel on official business away from home and at least fifteen (15) miles away from the designated post of duty at the Union County Offices, Clayton, New Mexico, as provided in the "Schedules For Reimbursement" set forth below in this Resolution; and

BE IT FURTHER RESOLVED, that a non-salaried public officer shall be reimbursed at the current year IRS rate per mile of travel when away from home, and away from the designated post of duty, Union County Offices, Clayton, New Mexico; and

BE IT FURTHER RESOLVED, that non-salaried public officers, including but not limited to members of any board, commission, advisory group or other body appointed by the Board of County Commission shall not be entitled to reimbursement for per diem for the attendance of meetings within Clayton, New Mexico; and

BE IT FURTHER RESOLVED, that salaried public officials and public employees shall be entitled to reimbursement for travel expenses at the current year IRS standard mileage rate per mile when:

1. Such travel is in the discharge of official duties; and
2. Such travel is away from both the employee's designated post of duty and home; and
3. Such travel is made in a privately-owned conveyance; and

BE IT FURTHER RESOLVED, that actual mileage reimbursement may be approved by the Union County Manager or his designee for official daily trips to the post office, banks or other such commercial institutions, provided, however prior authorization for these types of travel reimbursement must be given prior approval by the Board of Commissioners; and

BE IT FURTHER RESOLVED, that upon written request accompanied by a travel sheet, agency head and governing boards of local public bodies or their authorized designees may approve a public officer's or employee's request to be advanced up to 80% of per diem rates and mileage cost. The remaining 20% will be paid at the next check run; and

BE IT FURTHER RESOLVED, that the County of Union, wishes to use the following maximum rates for mileage and per diem for Fiscal Year 2023-2024 beginning July 1, 2023:

SCHEDULES FOR REIMBURSEMENT

A. MILEAGE:

- Private Car (current year IRS standard mileage rate)
- Private Plane (\$0.88 cents per nautical mile/billed by plane agency)
- Commercial Plane (county will reimburse employee for cost of plane ticket)

B. PER DIEM


1. For occasional meal money when travel extends the normal work day and no overnight lodging is required:
 - a. For less than 2 hours of travel beyond normal work day\$ 0.00
 - b. For 2 hours, but less than 6 hours beyond the normal work day.....\$20.00


- c. For 6 hours, but less than 12 hours beyond the normal work day\$42.00
- d. For 12 hours or more beyond the normal work day\$59.00
- 2. For overnight travel for each 24 hour period where overnight lodging is required:
 - a. In-State..... \$157.00
 - b. In-State special areas\$210.00
 - c. Out-of-State areas\$157.00
 - d. Out-of-State special areas Actuals
- 3. For a partial day following a 24 hr. period where overnight is required:
 - a. For less than 2 hours\$0.00
 - b. For 2 hours, but less than 6 hours\$20.00
 - c. For 6 hours, but less than 12 hours\$42.00
 - d. For 12 hours or more.....\$59.00

BE IT FURTHER RESOLVED, that all past resolutions and policies pertaining to mileage and per diem are hereby revoked, permanently rescinded and superseded.

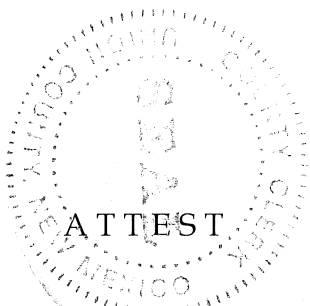
PASSED, ADOPTED AND APPROVED THIS 18th DAY JUNE, 2023.

BOARD OF UNION COUNTY COMMISSIONERS


 Clayton Kiesling, Chairman


 W. Carr Vincent, Member


 Lloyd Miller, Member



ATTEST


 Brenda Green, County Clerk



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Michelle Lujan Grisham
GOVERNOR

Wayne Propst
Cabinet Secretary

DATE: April 10, 2023
 TO: State Agency CFOs & Local Public Bodies
 FROM: Mark Melhoff, Deputy Director 
 SUBJECT: FCD Memo FY23-005 – Fiscal Year 24 Per Diem Rates

The Department of Finance & Administration (DFA) has published the Fiscal Year 24 per diem rates as required by 10-8-4 (B) & (C), NMSA 1978. The calculation of the updated rates has taken into consideration the standard rates established by the United States general services administration. These rates go into effect July 1, 2023. The rate chart can be found on the DFA website by following the link below.

<https://www.nmdfa.state.nm.us/financial-control/resource-information/memos-and-notice/>

Feel free to contact me directly with questions.

State of New Mexico Per Diem Rates				
<i>As Published by DFA on May 1, 2023. FY24 rates are effective July 1, 2023.</i>				
Per Diem Rate for Overnight Travel				
	FY21	FY22	FY23	FY24
In-State	85.00	151.00	155.00	157.00
In-State - County of Santa Fe (Special Area)	135.00	194.00	202.00	210.00
Out-of-State	115.00	151.00	155.00	157.00
Meal Rates for Actual Reimbursements				
	FY21	FY22	FY23	FY24
In-State	30.00	55.00	59.00	59.00
Out-of-State	45.00	55.00	59.00	59.00
<i>Note: Meals are only reimbursable when using approved actual rates (per 24-hour period)</i>				
<i>Note 2: Overnight lodging is limited to \$215 per night when using actuals. Amounts that exceed this limit must be preapproved by the Agency Head or Chairperson of the Governing Board.</i>				
Partial Day/Return from Travel/Same Day				
	FY21	FY22	FY23	FY24
less than 2 hours	-	-	-	-
2 hours but less than 6	12.00	18.00	20.00	20.00
6 hours but less than 12	20.00	40.00	42.00	42.00
12 hours but less than 24	30.00	55.00	59.00	59.00
The Travel & Per Diem Act allows for actual reimbursement when per diem rates are insufficient.				