

## Professional Leave Instruction Checklist

Professional Leave forms are required for any instance where an employee is away from their regularly assigned workplace. For instance, in-district meetings, workshops, sport/club activities, field trips, conferences and/or out of town meetings.

There are two classifications of professional leave, **which will require different forms**; non-reimbursable and reimbursable, depending on type, cost, departure and return times.

### Form A - Non-reimbursable Professional Leave Form; complete this form for the following:

- 1) In-district meeting/workshop
- 2) One-day meeting/workshop within 100 miles (includes Deming, Silver City, and Las Cruces where meetings begin after 8:00 or end before 4:30)  
**AGENDA REQUIRED**
- 3) Activity (sport/club) and field trips

### Form B - Professional Development Leave and Voucher Form;

- 1) **Agenda** - An agenda and/or conference information is required for all professional development and must be attached to Form B.
- 2) **Function Title and Location** - Please enter it as it appears on the agenda/conference information.
- 3) **Dates and Times** - Please be as accurate as possible when entering departure and return dates and times. These are estimates, however you will be asked to enter the exact times when completing the reimbursement voucher section upon return.

### Estimated Costs Section - Required for approval

**Overnight travel is governed by NMAC 2.42.2 Travel and Per Diem Act. Any employee who is traveling may claim either actual out-of-pocket costs of lodging and meals, or per diem.**

- 4) **Hotel** - Enter cost based on reservation confirmation. If lodging will be paid by an agency/organization other than the district such as; PED, REC, etc., please indicate this in the parentheses.

As stated in Section 2.42.2.9, the cost of lodging shall not exceed single occupancy rate for 1 adult.

and

- 5) **Meals** - Enter estimated meal costs if you intend to claim reimbursement on actual meal costs. Actual expenses for meals are limited to a **maximum** of \$30.00 for in-state travel and \$45.00 for out-of-state travel for a 24-hour period. Itemized receipts must be provided.

Meal reimbursement for day travel will be calculated using partial day per diem rates according to the following:

(1) **Partial day per diem rate:** Public officers or employees who occasionally and irregularly travel shall be reimbursed for travel which does not require overnight lodging, but extends beyond a normal work day as follows:

- (a) for less than 2 hours of travel beyond normal work day, none;
- (b) for 2 hours, but less than 6 hours beyond the normal work day, \$12.00;
- (c) for 6 hours, but less than 12 hours beyond the normal work day, \$20.00;
- (d) for 12 hours or more beyond the normal work day, \$30.00;

"Normal work day" means 8 hours within a nine-hour period for all public officers and employees both salaried and nonsalaried, regardless of the officers' or employees' regular work schedule.

or

### 6) Per Diem

(2) **Overnight travel:** Regardless of the number of hours traveled, travel for public officers and employees where overnight lodging is required shall be reimbursed as follows:

- |                            |          |
|----------------------------|----------|
| (a) in state areas         | \$85.00  |
| (b) in state special areas | \$135.00 |
| (c) out of state areas     | \$115.00 |

**Special area designations: For all officers and employees, the in state special area shall be Santa Fe**

- 7) **Transportation** - Travel by district vehicle must be arranged by submitting a transportation request to immediate supervisor, who will follow procedures set forth by transportation department.

Travel by personal vehicle requires pre-approval by Superintendent. Also, please contact transportation department for information on insurance documentation required.

If use of personal vehicle is approved for mileage reimbursement the following rate information will be applied:

2.42.2.11 MILEAGE-PRIVATE CONVEYANCE

Public officers and employees of local public bodies may be reimbursed for mileage accrued in the use of a private conveyance in the discharge of official duties, at the statutory rates **unless such rates have been reduced by the governing bodies of the local public body pursuant to Section 10-8-5 (D) NMSA 1978. Current rate approved at Cobre Schools is \$0.32/mile. Mileage is calculated using Rand-McNally road atlas.**

- 8) **Other Costs** - flights, rental car, shuttle, public transportation

## Routing Procedures

### Employee

Both Form A and Form B are in PDF Format with fillable fields. Complete all fields and print. Sign and submit to your immediate supervisor at least 2 weeks prior to expected travel date. Review checklist to ensure that all applicable documents are attached.

### Immediate Supervisor

Form A - Sign and Date (prior to expected travel date). Ensure that form is complete and all applicable documentation is attached. Submit to the Executive Assistant at the Superintendent's Office

Form B - Sign and Date (prior to expected travel date). Ensure that form is complete and all applicable documentation is attached. Submit to Comptroller's office, to determine funding source and availability for reimbursement.

**\*Supervisors' Note - If you are arranging travel for a group of employees, please submit all forms together.**

### Superintendent's Office

Form A - Approved original forms will be submitted to payroll office for recording of leave; employee copy will be returned to school secretary.

Form B - Approved original forms will be submitted to payroll office for recording of leave; employee copy will be returned to school secretary. Employee copy must be used to request reimbursement within 10 days of return.

### Employee

Form B - Submit approved copy with **completed Reimbursement Voucher section** along with itemized receipts, for reimbursement to Comptroller's office.