

NEW MEXICO SCHOOL FOR THE ARTS
HIGH SCHOOL

EMPLOYEE TRAVEL AND MILEAGE PAYMENTS POLICY

Prior written approval by the Head of School or designee is required, on an approved NMSA form, for reimbursable travel and mileage by employees.

Mileage reimbursement will be paid to those employees who, with prior written approval from the Head of School or designee, use of a privately owned vehicle in the conduct of official travel. Mileage will be reimbursed at a rate of 80% of the IRS rate in effect January 1 of the prior year. It shall be the responsibility of the business office to update the mileage reimbursement form each year. Employees who use their privately-owned vehicles in the course of their employment must have a valid driver's license and must carry liability insurance for bodily injury and property damage to others that meets or exceeds requirements established by New Mexico state law.

If an employee becomes liable for damages caused by the operations of his or her vehicle on behalf of NMSA, the employee's own liability insurance carrier is primarily responsible. Also, required repairs of the employee's vehicle are his or her financial responsibility. Further, employees are responsible to pay any fines associated with citations or tickets – school funds may not be used for this purpose.

Employees who are required to incur overnight lodging or travel expenses shall be reimbursed for actual lodging and meal expenses not to exceed the amount of the pre-approved projected travel costs. When disputes arise over approved travel reimbursements, resolution shall be guided by the NM Per Diem and Travel Act.

In the event of Head of School travel, the approving body will be the Governing Council.

The Employee Travel and Mileage Policy was amended by the Governing Council of the New Mexico School for the Arts, effective July 11, 2014.

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SHERRY THOMPSON, Chair
of the Governing Council

ATTEST;



PAULA TACKETT, Secretary
of the Governing Council