



**State of New Mexico
Workers' Compensation Administration
Employee Policies**



SUBJECT: Travel Payments and Other Related Expenses

POLICY NUMBER:
EFFECTIVE DATE:

Purpose:

The purpose of this policy is to establish procedures for payment of travel and other related expenses for employees traveling on agency business.

Authority:

The New Mexico Department of Finance and Administration (DFA) regulations, currently codified at NMAC 2.42.2.1, govern travel and other related expenses, including per diem and mileage reimbursement. The following policy and procedure is based on DFA regulations. If it is determined that this policy is in conflict with DFA regulations, the DFA regulations shall take precedence.

Policy:

- A. DFA rules shall govern per diem and mileage reimbursement.
- B. Written authorization by the supervisor and executive deputy director must be obtained prior to any travel for which per diem, mileage or other reimbursement will be sought.
- C. Claims for reimbursement for travel expenses shall be made on an approved form which will include the appropriate authorizations. The completed form must be submitted to the Financial Management Bureau within five (5) work days of completing the trip except in cases where an advance has been made, in which case the form must be submitted within two (2) work days. Payment for requests submitted after these deadlines or without a previously approved travel authorization may be delayed or denied.
 - a. The employee requesting reimbursement shall certify through his or her signature on the submitted form that the information on the form is true and correct.
 - b. The employee's supervisor shall certify through his or her signature that the incurred expense were reasonable and required for the performance of duties.
 - c. Actual expenses: Pursuant to DFA rules, the Director may authorize payment to employees for actual expenses.
- D. Travel Advances: On rare occasions, the Director may authorize advance payment for travel subject to DFA rules and with detailed justification

submitted by the employee and approved by the supervisor and the executive deputy director unless either is unavailable. Any excess advanced payment must be returned within one (1) business day of returning from the travel.

- E. Vehicle Use: Employees should refer to the policy on State Vehicle Use in this handbook. State vehicles should be used when available rather than personal vehicles for official business. Where a personal vehicle must be used, the employee must certify on the travel authorization request that they have at least the state-mandated minimum insurance coverage for the personal vehicle.
- F. All flight, hotel, and auto rental arrangements will be made by the employee requesting travel.
- G. If an emergency occurs during business travel, employees shall contact their immediate supervisor promptly. Supervisors should provide their employees who travel with contact information where they may be reached after hours.

Approved:

Ned S. Fuller

Director, NM Workers' Compensation Administration

Date



**State of New Mexico
Workers' Compensation Administration
Employee Policies**



SUBJECT: Purchasing

POLICY NUMBER:
EFFECTIVE DATE:

Purpose:

The purpose of this policy is to establish guidelines for all agency purchases of goods or services.

Policy:

All purchasing/procurement of goods or services shall comply with the state Purchasing Act and sound business practices.

Procedure:

- A. Agency employees requesting to purchase or procure goods or services must complete a "Request for Supplies and Services" form. Requests for supplies not listed on the WCA supply list must include a complete description of the item(s) or service(s) requested and a brief justification. Agency employees may call the WCA Procurement Officer for assistance in completing the "Request for Supplies and Services" form.
- B. The requesting employee will submit the request to the appropriate Bureau Chief.
- C. Bureau Chiefs will forward the completed request to the appropriate Executive Deputy Director/Director.
- D. Following the approval process, the request will be forwarded to the Procurement Officer who will process the request and return copies to the appropriate parties. In instances where the WCA Procurement Officer is not provided with enough information to process the request, more information may be solicited from the requestor.
- E. Disapproved requests will be returned to the requestor by the manager who has taken disapproval action.
- F. All purchases must be approved in advance and a purchase order number must be assigned prior to the purchase of goods and/or services. If a statement or invoice is received for which no purchase order number has been assigned, the statement or invoice will be returned to the employee initiating the purchase for an explanation. An employee may be subject to disciplinary action and/or held responsible for any purchase for which no purchase order or final agency approval has been granted.
- G. All statements or invoices received regarding an agency purchase must be submitted to the Procurement Officer immediately.
- H. The Purchasing Officer, Financial Specialist or an employee designated by one of the agency's Executive Deputy Directors are authorized to receive packages and deliveries and sign delivery acknowledgements. Division Directors will advise the Procurement

Officer of employees who have been designated to receive deliveries. The Purchasing Officer will complete the receiving documentation on all delivery purchases and forward the purchased items to the original requestor. The Purchasing Officer will obtain the signature of the employee receiving a delivery as required on the receiving documentation.

Approved:

Ned S. Fuller
Director, NM Workers' Compensation Administration

Date