

TO: William H. Payne, Chair

Board of Regents Finance and Facilities Committee

FROM: Norma Allen, University Controller *NA*

DATE: January 30, 2025

RE: Proposed Revisions to Regents' Policy 7.7 Travel Reimbursement and Per Diem

The Campus and Health Sciences Center administration are recommending to the Board of Regents Finance and Facilities Committee and the Board of Regents that the board approve the proposed revisions to Regents' Policy 7.7. This policy addresses travel and per diem payments to faculty, staff and students traveling on official University business. The policy has not been updated since 2012 hence the need to update it to current laws and regulations.

Summary of Proposed Revisions:

1. The word reimbursement is being removed from the title to make it broader.
2. The Applicability section is being revised to include students traveling on official University business.
3. Policy Section:
 - a. We added more concise and clarifying language. We updated and moved citations to laws and regulations to the References section.
 - b. The policy has instructions that are more in line with guidelines and procedures. Best practice would be to keep policy free of guidelines and procedures. Also, these instructions are not in alignment with current practices and financial system configurations. So, several sections of the policy have been removed.
 - c. We must comply with many laws and regulations. At times, they are not clear, and conflict with one another. We have spent a lot of time researching and discussing them. After reviewing the current NM travel and per diem act, NM administrative code, federal regulations, NM procurement code, NM constitution and statutes that speak to the governance of the University of New Mexico, we determined the policy revisions are in alignment with these laws and regulations.
4. We updated the References section to reflect laws and regulations that are guiding the policy and compliance.



Draft of 01.28.25

Regents' Policy Manual - Section 7.7: Travel Reimbursement and Per Diem

Adopted Date: 09-12-1996

Amended: 06-12-1997

Amended: 09-11-1997

Amended: 08-12-2003

Amended: 10-11-2011

Amended: 01-01-2012

Applicability

This policy applies to all members of the Board of Regents, faculty, students, and staff traveling on official University business.

Policy

Travel on official University business is integral to fulfilling the University's mission, whether in-state, across the nation, or internationally. The University shall permit the reasonable and allowable costs of this travel in accordance with applicable state and federal laws and regulations.

~~Travel on official University business by members of the Board of Regents, faculty and staff is integral to the University's mission. The University shall reimburse the reasonable and allowable costs of this travel. No per diem for attendance at Board or committee meetings shall be paid to Regents.~~

~~The University recognizes that it must comply with the New Mexico Per Diem and Mileage Act, NMSA 1978, (the "Act") and the U.S. Office of Management and Budget Circular A-21 (see "Cost Accounting Standards," UBPPM Policy 2400). To ensure compliance, the Board of Regents has determined the following reimbursement per diems as permitted in § 10-8-4 of the Act and the federal cost accounting standards:~~

Definitions

~~**Federal rates:** Meal per diem rates set forth from time to time by the Internal Revenue Service (IRS) and U.S. Department of State.~~

~~**State Funds:** Funds appropriated to the University in the General Appropriation Act or those provided in the New Mexico Constitution.~~

~~**Institutional Funds:** All University funds not defined as state funds.~~

~~Federally Sponsored Travel~~

~~Employees who are reimbursed solely from federal funds will be reimbursed for meals and incidental expenses at the federal reimbursement rates, as provided in §10-8-4(C)(2) of the Act, for travel to destinations outside of New Mexico. Meal per diem for travel within New Mexico is limited to the lowest federal meal per diem rate applicable to New Mexico; this rate is applicable to all travel within New Mexico even if the IRS designates a higher rate for a specific city in New Mexico.~~

~~Other Travel~~

~~Out-of-state travel: Reimbursement from state funds shall be either per diem of \$115 as provided in §10-8-4(C)(2) of the Act or actual expense for lodging and reimbursement for meals of \$45 per day as provided in §10-8-4(L) of the Act, with the difference between the state funded portion and the amount allowed by federal meal per diem rates to be reimbursed with institutional funds. If the Board of Regents finds that a per diem allowance of \$115 is inadequate for out-of-state travel to a geographical area, the per diem allowance shall be \$215 for out-of-state travel to that geographical area.~~

~~**In-state travel:** Reimbursement from state funds shall be either per diem of \$85 as provided in §10-8-4(B)(2) of the Act or actual expense for lodging and reimbursement for meals of \$30 per day as provided in §10-8-4(L) of the Act, with the difference between the state funded portion and the amount allowed by federal meal per diem rates to be reimbursed with institutional funds consistent with the limitations discussed in federally sponsored travel above. If the Board of Regents finds that a per diem allowance of \$85 is inadequate for reimbursement of expenses in any municipality in this state, the per diem allowance shall be \$135 for travel to the municipality.~~

~~Implementation~~

~~The President shall adopt administrative policies and procedures to implement this policy.~~

~~References~~

~~Per-Diem and Mileage Act, NMSA 1978; U.S. Office of Management and Budget Circular A-21; Travel Reimbursement Policies and Procedure, [UBPPM Policy 4030](#); "Cost Accounting Standards," [UBPPM Policy 2400](#).~~

~~[New Mexico Constitution art XII § 13](#)~~

~~[New Mexico Per Diem and Mileage Act, NMSA 1978, §§ 10-8-1, et al.](#)~~

~~[New Mexico Procurement Code, NMSA 1978, §§ 13-1-30](#)~~

[New Mexico University of New Mexico, NMSA 1978, §§ 21-7-1, et al.](#)

[New Mexico Administrative Code 2.42.2, et al.](#)

[United States Office of Management and Budget \(OMB\) circular No. A-21, Revised 2004](#)

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New Mexico Per Diem and Mileage Act, NMSA 1978, §§ 10-8-1, *et al.*

New Mexico Administrative Code 2.42.2, *et al.*

New Mexico Procurement Code, NMSA 1978 §§ 13-1-30

New Mexico University of New Mexico, NMSA 1978 §§ 21-7-1, *et al.*

United States Office of Management and Budget (OMB) circular No. A-21, Revised 2004