

# POLICY DKC

## Board of Education Las Cruces Public Schools

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**Related Entries:** DKC-R  
**Responsible Office:** Assistant Superintendent for Finance

### Travel and Per Diem Payments

#### I. PURPOSE

To ensure that the appropriate financial processes are followed when employees travel for district purposes.

#### II. BACKGROUND

The Board of Education believes that in-district or out-of-district travel may be a necessity for employees in order to conduct business for the district and/or to attend meetings that benefit employees or students. The Board is therefore, committed to reimbursing district employees for ~~travel~~ appropriate expenses they incur while traveling on district business.

#### III. POSITION

- A. The Superintendent or Designee shall be responsible for determining under what conditions employees may travel, to where, and for what purposes.
- B. Reimbursements for employee travel shall be in compliance with the New Mexico Administrative Code 2.42.2.
- C. All travel reimbursements must be made in accordance with internal controls of the LCPS Finance Department and must be approved in advance of said travel by the appropriately designated administrator.

#### IV. REVIEW

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.



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*Board of Education, President*

MARCH 19, 2013

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*Date Approved*

**History:** Formerly Policy 512; New Policy March 19, 2013

**Legal Reference:** §22-42-2 NMAC; DFA 95-1