



SAN JUAN COUNTY, NM - TRAVEL RECONCILIATION FORM

Revised 1/02/18

EMPLOYEE: _____ DATE: _____
DEPARTMENT: _____ TITLE: _____

TRAVEL RECONCILIATION (attach approved travel/training request voucher)

Departure Date: _____ Return Date: _____
Departure Time: _____ Return Time: _____
Function Attended: _____ Location: _____

MILEAGE (please check only one)

- PRIVATE CAR (\$0.535 per mile) Number of Miles: _____ \$ 0.00
PRIVATE PLANE (\$0.88 PER MILE) Number of Miles: _____ \$ 0.00
COUNTY CAR OR COMMERCIAL PLANE USED (none)
TOTAL FOR MILEAGE: \$ 0.00

PER DIEM

A. FOR OVERNIGHT TRAVEL FOR EACH 24-HOUR PERIOD WHEN OVERNIGHT LODGING IS REQUIRED:

- 1) In-State = \$85.00
2) In-State special area: Santa Fe - \$135.00 (effective 09/08/04)
3) Out-of-State = \$115.00
Amount (A): \$ _____

B. FOR PARTIAL DAY FOLLOWING A 24 HOUR PERIOD WHERE OVERNIGHT LODGING IS REQUIRED:

- 1) Less than 2 hrs = NONE 2) 2 hrs but less than 6 hrs = \$12.00
3) 6 hrs but less than 12 hrs = \$20.00 4) 12 hrs or more = \$30.00
Amount (B): \$ _____

C. FOR PARTIAL DAY TRAVEL THAT EXTENDS BEYOND THE NORMAL WORK DAY AND NO OVERNIGHT LODGING IS REQUIRED:

Normal work day means 8 hours within a nine-hour period regardless of the officers' or employees' normal work schedule
Same as (B) PARTIAL DAY FOLLOWING A 24 HOUR PERIOD
Amount (C): \$ _____
TOTAL FOR PER DIEM \$ 0.00
Less advanced if received: \$ _____
TOTAL FOR PER DIEM: \$ 0.00

ACTUAL EXPENSES (in lieu of per diem - receipts required)

The public officer or employee must submit receipts for the actual meal and lodging expenses incurred.

A. LODGING EXPENSE: (attach hotel receipts)

Not to exceed \$215 per night without prior authorization.
Written authorization must be attached if \$215 is exceeded
Amount (A): \$ 0.00

B. MEAL EXPENSE: (attach meal receipts)

Not to exceed \$30 per 24-hr period for in-state travel and \$45 per 24-hr period for out-of-state travel per San Juan County Resolution No. 04-05-12.
Amount (B): \$ _____

C. RETURN FROM OVERNIGHT TRAVEL: On the last day of travel when overnight lodging is no longer required, partial day per diem shall be made as follows:

- 1) Less than 2 hrs = NONE 2) 2 hrs but less than 6 hrs = \$12.00
3) 6 hrs but less than 12 hrs = \$20.00 4) 12 hrs or more = \$30.00
5) No reimbursement for actual expenses will be granted in lieu of per diem rates (new rates effective 9/21/04)
Amount (C): \$ _____
TOTAL ACTUAL EXPENSES: \$ 0.00
Less advance if received: \$ _____
TOTAL FOR ACTUAL EXPENSES: \$ 0.00

OTHER TRAVEL EXPENSES

Parking, Taxi/Transportation Fares or Gratuities: (receipts not required)
In an amount of \$6 per day, not to exceed \$30 per trip. If more than \$6 per day or \$30 per trip is claimed, the entire amount must be accompanied by receipts.

Airfare, Rental Car, Registration Fee: (receipts required)

_____/_____/_____
_____/_____/_____
_____/_____/_____
_____/_____/_____

TOTAL OTHER TRAVEL EXPENSES: \$ 0.00

TOTAL FOR TRAVEL REIMBURSEMENT: \$ 0.00

REIMBURSEMENT FOR MISCELLANEOUS EXPENDITURES (please attach receipts)

Table with 3 columns: LINE-ITEM, DESCRIPTION, AMOUNT

TOTAL REIMBURSEMENT FOR MISCELLANEOUS EXPENDITURES: \$ 0.00

GRAND TOTAL FOR TRAVEL REIMBURSEMENT AND/OR MISCELLANEOUS EXPENDITURES: \$ 0.00

SIGNATURES (signature of person seeking reimbursement shall be notarized or witnessed for travel and/or purchase)

FOR TRAVEL:

I swear that the above is true and correct to the best of my knowledge.

X _____ Date: _____
EMPLOYEE SIGNATURE

FOR PURCHASE:

PAYEE SIGN HERE: I certify that the above bill is correct and just and that payment therefore has not been received.

X _____ Date: _____

Authorized Signature for approval of Reimbursement of Travel and/or Purchase: I certify that the above articles were received in good condition after due inspection thereof, or the services were rendered as stated; that they were necessary and proper and that the amounts claimed are just and reasonable and that no part thereof has been paid.

X _____ DATE
DEPARTMENT HEAD SIGNATURE for county employees other than elected offices

X _____ DATE
ELECTED OFFICIAL, COUNTY EXECUTIVE OFFICER, OR AUTHORIZED DESIGNEE BY ENTITY FOR WHICH COUNTY ACTS AS FISCAL AGENT