

# New Mexico School Boards Association

## REIMBURSEMENT CLAIM

Name (Please Print): \_\_\_\_\_ District: \_\_\_\_\_

Date Expenses Incurred: \_\_\_\_\_

Type of Official Business for NMSBA \_\_\_\_\_

### NATURE OF EXPENSES

Mileage \_\_\_\_\_ @ \$.32 per mile = ..... \$ \_\_\_\_\_

Per Diem -\*\*\* \$ 65.00 per 24 hr. period in-state (18-24 hour period in-state)

\$ 48.75 per (3/4) day in-state (12-18 hours in-state)

\*\* \$ 32.50 per (1/2) day in-state (6-12 hours in-state)

\$ 16.25 per (1/4) day in-state (less than 6 hours in-state)

Other \_\_\_\_\_ Day(s) = ..... \$ \_\_\_\_\_

\_\_\_\_\_ = ..... \$ \_\_\_\_\_

TOTAL = .....\$ \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

1. If you do not know the correct mileage traveled, place a (?) on (Miles) line. Mileage will be taken from the state map.
2. Mileage cannot be charged if school car is used.
3. It is illegal to charge travel to both school district and NMSBA.
4. \*\* Board of Directors attending Board of Directors meetings held prior to Board Board Member Institute, School Law Conference, and State Convention, will receive one-half day per diem and mileage one-way from home to site of meeting from NMSBA. Balance of expenses to be borne by local school district. Members attending Executive Committee meetings only, will receive per diem and mileage as per policy. \*\*\*Board of Directors attending Board of Directors meeting held prior to attending the Leadership Retreat will receive one day per diem and mileage one-way from home to site of meeting.

Revised 07/03