

CLOVIS MUNICIPAL SCHOOLS

**REIMBURSEMENT OF ACTUAL EXPENSES IN LIEU OF PER DIEM RATES
ACTUAL REIMBURSEMENT FOR LODGING**

**HIGH-COST LODGING (EXCESS OF \$215)
REQUEST/AUTHORIZATION FORM**

New Mexico Administrative Code (NMAC) 2.42.2.9 (B)(1) - Agencies, public officers, or employees who incur lodging expenses in excess of \$215.00 per night must obtain the signature of the agency head or chairperson of the governing board on the travel voucher prior to requesting reimbursement and on the encumbering document at the time of encumbering the expenditure.

Employee Name: _____

Department/School Site: _____

Destination of Travel: _____

Purpose of Travel: _____

Travel Dates: _____

Cost of Lodging (per night): _____

Total Cost of Lodging: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

PO NUMBER _____

AUTHORIZED SIGNATURES/DATE

SUPERVISOR SIGNATURE: _____ DATE: _____

SUPERINTENDENT'S SIGNATURE: _____ DATE: _____

***NOTE: This form must be attached to a Clovis Municipal Schools' purchase order. Please forward the signed form to the Chief Procurement Officer.**