



Clovis Municipal Schools



Reimbursement of Actual Expenses in Lieu of Per Diem Rates Actual Reimbursement for Lodging

High-Cost Lodging (Excess of \$215.00 including tax) 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 including tax 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

AUTHORIZED SIGNATURE/DATE

Supervisor Signature Date

*Note: This form MUST be attached to either a Clovis Municipal School's purchasing voucher or a printed copy of the purchase order. Please forward the signed form and the voucher or purchase order to the Finance Department Supervisor.

Superintendent's Signature

Date

*Note: This form MUST be attached to either a Clovis Municipal School's purchasing voucher or a printed copy of the purchase order. Please forward the signed form and the voucher or purchase order to the Finance Department Supervisor.