

MVD Procedural Quick Update

#25

RE: In-State Travel
Effective date: Immediate

Date: January 26, 2007
To: All MVD
From: Mac Lewis, MVD Policy and Procedures Manager

[This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]

Effective immediately, if an MVD employee is required to travel on MVD business, he or she must first complete MVD's In-State Travel Request Form, which must be approved in advance of any travel by the employee's immediate supervisor and by MVD's Budget Manager and Director.

Travel without all required prior approvals will not be reimbursed. There will be no exceptions without specific authorization from the MVD Director's Office.

The MVD In-State Travel Request Form is included as an attachment with this Procedural Update. In the future it will also be available on the TRD-MVD intranet. The following procedure must be followed for authorization:

1. Complete the basic and "Anticipated" travel and expense information on the form, leaving "Cost center" blank.
2. Obtain your supervisor's approval and signature.
3. Fax the form to (505) 827-2397, Attn: Procurement Analyst, Central Administration.
4. MVD's Budget Manager and Director will review the request.
5. If your in-state travel request is approved, your supervisor will be notified by email.
6. The original approved MVD In-State Travel Request Form will be forwarded to you, and a copy will be kept by the Procurement Analyst.
7. After the approved travel is completed, enter your "Actual" travel and expense information on the form.
8. If you choose to request reimbursement of actual expenses in lieu of regular per diem rates, all original receipts must be attached to the MVD In-State Travel Request Form.
9. Once the form is completed and any required documents attached, your supervisor will review the form for final approval, sign it, and forward it to the Procurement Analyst for processing including final approvals by the Budget Manager and Director.
10. A travel voucher will be prepared and sent to you for your signature.
11. Finally, the Director will review and sign the voucher for payment.

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to mac.lewis@state.nm.us. Others are encouraged to direct comments or questions directly to Mac Lewis, MVD Policy and Procedure Manager, at mac.lewis@state.nm.us.
