

# DFA Mileage and Per Diem Review

November 16, 2021

**Mark Melhoff**, *CGFM, CPRS, CPO* – Deputy Director/Deputy State Controller

**Michael Steininger** – *CMO, CPM, CTO, CAPE* – Special Director

https://www.nmdfa.state.nm.us

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**DFA Travel Rates FY22**


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# Article 8 Per Diem and Mileage

- Per diem and mileage is governed and outlined by:
  - 10-8-1, NMSA 1978
  - ~~2.42.2 NMAC “DFA Rule”~~ will be updated in FY22

 **ARTICLE 8**  
**Per Diem and Mileage**

 **10-8-1. Short title.**

Sections 10-8-1 through **10-8-8** NMSA 1978 may be cited as the “Per Diem and Mileage Act”.

**TITLE 2** PUBLIC FINANCE  
**CHAPTER 42** TRAVEL AND PER DIEM  
**PART 2** REGULATIONS GOVERNING THE PER DIEM AND MILEAGE ACT

**2.42.2.1** ISSUING AGENCY: Department of Finance and Administration.  
[2.42.2.1 NMAC - N, 07/01/03]



# Types of Travel Reimbursement

- The two types of Travel Reimbursements are Per Diem (approved rates) or Actuals. Travel is based on a 24-hour period.
  - **Actuals:** Employees must have prior approval from their agency head or designee to request actual reimbursements.
    - Itemized receipts must accompany all actual reimbursement requests.
    - In the event lodging costs exceed \$215 per night, additional approval is required from the agency head.
  - **Per Diem (approved rates):** Per Diem can be requested regardless of expenditure if the employee is on approved travel.
    - Receipts are not required for per diem reimbursements. Receipts would be required for “other” costs not associated with per diem. Transportation, etc.

# Per Diem Rates – New and Old

## State of New Mexico Per Diem Rates

As Published by DFA on May 1, 2021

Per Diem Rate for Overnight Travel	FY21	FY22
In-State	85.00	151.00
In-State - County of Santa Fe (Special Area)	135.00	194.00
Out-of-State	115.00	151.00
<i>With the exception of Santa Fe County, per diem rates are set at the standard GSA rate.</i>		
Meal Rates for Actual Reimbursements	FY21	FY22
In-State	30.00	55.00
Out-of-State	45.00	55.00
<i>Note: Meals are only reimbursable when using approved actual rates (per 24-hour period)</i>		
Partial Day/Return from Travel/Same Day	FY21	FY22
less than 2 hours	-	-
2 hours but less than 6	12.00	18.00
6 hours but less than 12	20.00	40.00
12 hours but less then 24	30.00	55.00
<i>The Travel &amp; Per Diem Act allows for actual reimbursement when per diem rates are insufficient.</i>		



# Per Diem – Actual Receipts

- Must have itemized receipts.
- Meals are capped at \$55. 20% max on all tips.
- Actual reimbursements must be approved by the agency in advance. If the nightly lodging rate exceeds \$215, the agency head must sign the “ISTE” before payment can be made.
- Actuals cannot be claimed for the last day of travel.
- Travel should be done using the most economical manner.

ISSUED BY THE DEPARTMENT OF FINANCE & ADMINISTRATION EFFECTIVE JULY 1, 2021			STATE OF NEW MEXICO ITEMIZED SCHEDULE OF TRAVEL EXPENSES			PAGE #	1		
AGENCY NAME	Department of Finance & Administration		BUSINESS UNIT	34100	VOUCHER NUMBER	00009856			
SUPPLIER NAME	Mark Melhoff		Vehicle License Plate	123PLO	POST OF DUTY	Santa Fe, NM			
SUPPLIER ID	0000045689		Vehicle Model & Year	Ford Ranger 2019	RESIDENCE	Rio Rancho, NM			
Board/Commission Attendance (select one):			Not a Board Member		Vehicle Type	State Vehicle			
Length of Board/Commission Meeting (select one):			Not Applicable		FINAL VOUCHER <input checked="" type="checkbox"/>				
DATE	TIME: AM OR PM	NATURE OF EXPENSE	ODOMETER READINGS		AMOUNTS (ENTER AMOUNTS IN BLUE COLUMN)				
ITEMIZED COSTS BY DAY	DEPARTURE	ARRIVAL	ENTER DESTINATION AND NATURE OF OFFICIAL BUSINESS	START AND FINISH	NO OF MILES	MILEAGE	PER DIEM	OTHER	TOTALS
			Travel to Las Cruces, NM						0.00
			Attended 2-day capital outlay conference						0.00
									0.00
7/15/2021	8AM		Hotel Actual Cost Night 1				94.00		94.00
			Meals - (8AM to 8AM)				55.00		55.00
			Meal tips - max 20%					11.00	11.00
									0.00
7/16/2021			Hotel Actual Cost Night 2				94.00		94.00
			Meals - (8AM to 8AM)				48.00		48.00
			Meal tips - max 20%					9.60	9.60
									0.00
7/17/2021		3PM	Return from travel - 7 hours				40.00		40.00
									0.00
									0.00
									0.00
PER DIEM BASED ON (CHECK ONE)			TOTALS		0.00	0.00	331.00	20.60	351.60
ACTUAL	<input checked="" type="checkbox"/>		Over \$215 lodging Approval:		ADVANCE AMOUNT @ 80%				
APPROVED RATES	<input type="checkbox"/>		Agency Head Signature		ADJUSTED REIMBURSEMENT	0.00	331.00	20.60	351.60
<input checked="" type="checkbox"/> Check here if this claim is in compliance with the non-routine reassignment provisions of the DFA regulations governing the Per Diem and Mileage Act.			I, <u>Mark Melhoff</u> DO SOLEMNLY SWEAR THAT THE ABOVE CLAIM FOR REIMBURSEMENT IS ACCURATE AND TRUE IN ALL RESPECTS AND COMPLIES WITH THE DFA REGULATIONS GOVERNING THE PER DIEM AND MILEAGE ACT AND THAT NO OTHER EXPENSES WILL BE REQUESTED FOR THIS INDIVIDUAL TRAVEL.						
			PAYEE SIGN HERE <u>[Signature]</u>		DATE		7/17/2021		



# Same Day Travel – Approved rates only

- Reimbursement can be requested for same day travel if the trip extends beyond a normal work.
- Actual receipts cannot be claimed for same day travel.
- In order to qualify for reimbursement, the traveler must be gone at least 11 hours in total. The reimbursement rates are:
  - 2 hours but not more than 6 hours = \$18
  - 6 hours but not more than 12 hours = \$40
  - 12 hours or more beyond the normal workday = \$55

ISSUED BY THE DEPARTMENT OF FINANCE & ADMINISTRATION EFFECTIVE JULY 1, 2021		STATE OF NEW MEXICO ITEMIZED SCHEDULE OF TRAVEL EXPENSES		PAGE #	1				
AGENCY NAME		Department of Finance & Administration		BUSINESS UNIT	34100	VOUCHER NUMBER	00001234		
SUPPLIER NAME		Mark Melhoff		POST OF DUTY	Santa Fe, NM		PREPAID VOUCHER <input type="checkbox"/>		
SUPPLIER ID		0000098765		RESIDENCE	Rio Rancho, NM		FINAL VOUCHER <input checked="" type="checkbox"/>		
Board/Commission Attendance (select one):		Not a Board Member		Vehicle License Plate	123POL				
Length of Board/Commission Meeting (select one):		Not Applicable		Vehicle Model & Year	2019 Ford Van				
		State Vehicle		Vehicle Type					
DATE	TIME: AM OR PM	NATURE OF EXPENSE		ODOMETER READINGS		AMOUNTS (ENTER AMOUNTS IN BLUE COLUMN)			
ITEMIZED COSTS BY DAY	DEPARTURE	ARRIVAL	ENTER DESTINATION AND NATURE OF OFFICIAL BUSINESS	START AND FINISH	NO OF MILES	PER DIEM	OTHER	TOTALS	
			Daily trips to transport inmates las Cruces to Raton						0.00
			Drove a state bus. Not claiming mileage						0.00
									0.00
									0.00
7/14/2021	7AM	9PM	Drove inmate from Las Cruces to Raton then back (5 hours)			18.00			18.00
									0.00
7/15/2021	7AM	9PM	Drove inmate from Las Cruces to Raton then back (5 hours)			18.00			18.00
									0.00
7/16/2021	7AM	9PM	Drove inmate from Las Cruces to Raton then back (5 hours)			18.00			18.00
									0.00
7/17/2021	7AM	9PM	Drove inmate from Las Cruces to Raton then back (5 hours)			18.00			18.00
									0.00
									0.00
									0.00
									0.00
PER DIEM BASED ON (CHECK ONE)				TOTALS	0.00	0.00	72.00	0.00	72.00
ACTUAL <input type="checkbox"/>		Over \$215 lodging Approval: _____		ADVANCE AMOUNT @ 80%					
APPROVED RATES <input checked="" type="checkbox"/>		Agency Head Signature _____		ADJUSTED REIMBURSEMENT		0.00	72.00	0.00	72.00
<input checked="" type="checkbox"/> Check here if this claim is in compliance with the non-routine reassignment provisions of the DFA regulations governing the Per Diem and Mileage Act.				I, <u>Mark Melhoff</u> DO SOLEMNLY SWEAR THAT THE ABOVE CLAIM FOR REIMBURSEMENT IS ACCURATE AND TRUE IN ALL RESPECTS AND COMPLIES WITH THE DFA REGULATIONS GOVERNING THE PER DIEM AND MILEAGE ACT AND THAT NO OTHER EXPENSES WILL BE REQUESTED FOR THIS INDIVIDUAL TRAVEL.					
				PAYEE SIGN HERE <u>[Signature]</u>		DATE <u>7/17/2021</u>			

# Mileage Reimbursements

- Mileage Chart from the Department of Transportation can be found at [www.dot.state.nm.us](http://www.dot.state.nm.us)
- Rand McNally [www.randmcnally.com](http://www.randmcnally.com)
- Actual odometer readings
- **IRS rate from the prior year.**

2021 – 57.5 cents (46 for state agencies)


2022 – will be 56 cents (45 for state agencies)

<https://www.irs.gov/tax-professionals/standard-mileage-rates>

Regulations Governing the Per Diem and Mileage Act									
Section 2.42.2.11 Mileage-Private Conveyance									
Executive Agencies					Mileage Rate (80% of the IRS Standard Mileage Rate set January 1 of the Previous Year)				
January 1, 2018 through December 31, 2018									
January 1, 2019 through December 31, 2019									
January 1, 2020 through December 31, 2020									
January 1, 2021 through December 31, 2021									
Legislative Agencies (Employees)									
January 1, 2018 through December 31, 2018									
January 1, 2019 through December 31, 2019									
January 1, 2020 through December 31, 2020									
January 1, 2021 through December 31, 2021									
Judicial District Attorneys' Agencies									
January 1, 2018 through December 31, 2018									
January 1, 2019 through December 31, 2019									
January 1, 2020 through December 31, 2020									
January 1 2021 through December 31, 2021									
Judicial State Agencies									
<b>**Mileage Rate for the Judicial Branch was approved by NM Supreme Court Order 4-1-2018</b>									
January 1, 2018 through March 31, 2018									
April 1, 2018 through December 31, 2018									
January 1, 2019 through December 31, 2019									
January 1, 2020 through December 31, 2020									
January 1, 2021 through December 31, 2021									
Legislative Members									
Mileage Rate is the IRS Standard Mileage Rate, Current Year									
January 1, 2018 through December 31, 2018									
January 1, 2019 through December 31, 2019									
January 1, 2020 through December 31, 2020									
January 1 2021 through December 31, 2021									

# Mileage

- Mileage can be reimbursed any time an employee drives a personal vehicle while on approved official business. Government vehicles should be driven if possible. In the event a government vehicle isn't available, the use of a personal vehicle **must be approved** in advance by the agency.
- The unauthorized use of a personal vehicle for business travel could lead to unintended consequences up to and including non-reimbursement.

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AGENCY NAME		Department of Finance & Administration		BUSINESS UNIT	34100	VOUCHER NUMBER	00009856				
SUPPLIER NAME		Mark Melhoff		Vehicle License Plate	123PLO	POST OF DUTY	Santa Fe, NM				
SUPPLIER ID		0000045689		Vehicle Model & Year	Ford Ranger 2019	RESIDENCE	Rio Rancho, NM				
Board/Commission Attendance (select one):		Not a Board Member		Vehicle Type	Personal Vehicle	PREPAID VOUCHER		<input type="checkbox"/>			
Length of Board/Commission Meeting (select one):		Not Applicable				FINAL VOUCHER		<input checked="" type="checkbox"/>			
DATE	TIME: AM OR PM	NATURE OF EXPENSE			ODOMETER READINGS		AMOUNTS (ENTER AMOUNTS IN BLUE COLUMN)				
ITEMIZED COSTS BY DAY	DEPARTURE	ARRIVAL	ENTER DESTINATION AND NATURE OF OFFICIAL BUSINESS			START AND FINISH	NO OF MILES	MILEAGE	PER DIEM	OTHER	TOTALS
			Travel to Las Cruces, NM								0.00
			Attended 2-day capital outlay conference								0.00
											0.00
7/15/2021	8AM		Hotel Actual Cost Night 1						94.00		94.00
			Meals - (8AM to 8AM)						55.00		55.00
			Meal tips - max 20%							11.00	11.00
			Mileage Rio Rancho to Las Cruces, Rand McNally				240.00	110.40			110.40
7/16/2021			Hotel Actual Cost Night 2						94.00		94.00
			Meals - (8AM to 8AM)						48.00		48.00
			Meal tips - max 20%							9.60	9.60
											0.00
7/17/2021		3PM	Return from travel - 7 hours						40.00		40.00
			Mileage Las Cruces to Rio Rancho, Rand McNally				240.00	110.40			110.40
											0.00
											0.00
PER DIEM BASED ON (CHECK ONE)					TOTALS	480.00		220.80	331.00	20.60	572.40
ACTUAL <input checked="" type="checkbox"/>					Over \$215 lodging Approval:						
APPROVED RATES <input type="checkbox"/>					Agency Head Signature		ADVANCE AMOUNT @ 80%				
							ADJUSTED REIMBURSEMENT	220.80	331.00	20.60	572.40
<input checked="" type="checkbox"/> Check here if this claim is in compliance with the non-routine reassignment provisions of the DFA regulations governing the Per Diem and Mileage Act.						I, <u>Mark Melhoff</u> DO SOLEMNLY SWEAR THAT THE ABOVE CLAIM FOR REIMBURSEMENT IS ACCURATE AND TRUE IN ALL RESPECTS AND COMPLIES WITH THE DFA REGULATIONS GOVERNING THE PER DIEM AND MILEAGE ACT AND THAT NO OTHER EXPENSES WILL BE REQUESTED FOR THIS INDIVIDUAL TRAVEL.					
PAYEE SIGN HERE								DATE		7/17/2021	

# Mileage-only Reimbursement

ISSUED BY THE DEPARTMENT OF FINANCE & ADMINISTRATION EFFECTIVE JULY 1, 2021		STATE OF NEW MEXICO ITEMIZED SCHEDULE OF TRAVEL EXPENSES		PAGE #	1					
AGENCY NAME	Department of Finance & Administration		BUSINESS UNIT	34100	VOUCHER NUMBER	00001234				
SUPPLIER NAME	Mark Melhoff		POST OF DUTY	Santa Fe, NM		PREPAID VOUCHER <input type="checkbox"/>				
SUPPLIER ID	0000098765		RESIDENCE	Rio Rancho, NM		FINAL VOUCHER <input checked="" type="checkbox"/>				
Board/Commission Attendance (select one):		Not a Board Member	Vehicle License Plate	123POL						
Length of Board/Commission Meeting (select one):		Not Applicable	Vehicle Model & Year	2019 Ford Ranger						
			Vehicle Type	Personal Vehicle						
DATE	TIME: AM OR PM		NATURE OF EXPENSE	ODOMETER READINGS		AMOUNTS (ENTER AMOUNTS IN BLUE COLUMN)				
	DEPARTURE	ARRIVAL		START AND FINISH	NO OF MILES	MILEAGE	PER DIEM	OTHER	TOTALS	
			Daily trips to DFA to pickup checks. State Vehicle not available.							0.00
										0.00
										0.00
7/14/2021	7AM	9PM	Drove to DFA to pick up checks (3 miles)		3.00	1.38				1.38
										0.00
7/15/2021	7AM	9PM	Drove to DFA to pick up checks (3 miles)		3.00	1.38				1.38
										0.00
7/16/2021	7AM	9PM	Drove to DFA to pick up checks (3 miles)		3.00	1.38				1.38
										0.00
7/17/2021	7AM	9PM	Drove to DFA to pick up checks (3 miles)		3.00	1.38				1.38
										0.00
										0.00
										0.00
										0.00
PER DIEM BASED ON (CHECK ONE)				TOTALS	12.00	5.52	0.00	0.00		5.52
ACTUAL <input type="checkbox"/>				ADVANCE AMOUNT @ 50%						
APPROVED RATES <input type="checkbox"/>				ADJUSTED REIMBURSEMENT		5.52	0.00	0.00		5.52
Over \$215 lodging Approval: _____ Agency Head Signature				I, <u>Mark Melhoff</u>						
<input checked="" type="checkbox"/> Check here if this claim is in compliance with the non-routine reassignment provisions of the DFA regulations governing the Per Diem and Mileage Act.				DO SOLEMNLY SWEAR THAT THE ABOVE CLAIM FOR REIMBURSEMENT IS ACCURATE AND TRUE IN ALL RESPECTS AND COMPLIES WITH THE DFA REGULATIONS GOVERNING THE PER DIEM AND MILEAGE ACT AND THAT NO OTHER EXPENSES WILL BE REQUESTED FOR THIS INDIVIDUAL TRAVEL.						
				PAYEE SIGN HERE <u>[Signature]</u>			DATE <u>7/17/2021</u>			

# Tips

- All tips that exceed \$6 per day or \$30 per trip require an itemized receipt. This includes both meals and other costs, i.e. transportation, etc.
- **Tips are calculated pre-tax.**
- Tips are capped at 20% per transaction. This is an industry standard and DFA regulation.
- There is no set maximum amount on **other non-meal** tips, but they are capped at 20% per transaction. This would apply to shuttles, Uber, Lyft, taxis, etc.

Dos Amigos Restaurant  
New York, NY

**out of state**

SALE

12-12-2014 10:32 AM


Batch #:04A2A  
APPR CODE:3A6CE  
Trace: 9  
VISA \*\*\*\*3429

1 Tacos Del Mal Shrimp	14.98
1 Especial Salad Chicken	12.50
1 Fountain Beverage	1.99
Sub-total:	29.47
Sales Tax:	2.50
Total:	31.97
TIP:	<u>5.89</u>
TOTAL:	<u>37.86</u>

APPROVED  
THANK YOU  
CUSTOMER COPY

# Tips and other costs

- Tips and other costs that are incurred during a trip should be reported in the other column on the “ISTE”.
- Other costs include:
  - Transportation (Uber, taxi, Lyft, etc.)
  - Airfare
  - Registration
  - Baggage fees
  - Parking fees
  - Any other nonrelated costs.
- Requests for other reimbursements should not be on an “ISTE” form if not incurred during the course travel.

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AGENCY NAME	Department of Finance & Administration		Vehicle License Plate	123POL	POST OF DUTY	Santa Fe, NM			PREPAID VOUCHER	<input type="checkbox"/>	
SUPPLIER NAME	Mark Melhoff		Vehicle Model & Year	2019 Ford Ranger	RESIDENCE	Rio Rancho, NM			FINAL VOUCHER	<input checked="" type="checkbox"/>	
SUPPLIER ID	0000098765		Vehicle Type	Personal Vehicle							
Board/Commission Attendance (select one):		Not a Board Member									
Length of Board/Commission Meeting (select one):		Not Applicable									
DATE	TIME: AM OR PM	NATURE OF EXPENSE			ODOMETER READINGS		AMOUNTS (ENTER AMOUNTS IN BLUE COLUMN)				
ITEMIZED COSTS BY DAY	DEPARTURE	ARRIVAL	ENTER DESTINATION AND NATURE OF OFFICIAL BUSINESS		START AND FINISH	NO OF MILES	MILEAGE	PER DIEM	OTHER	TOTALS	
			Travel to Las Cruces, NM for capital outlay conference							0.00	
										0.00	
										0.00	
7/14/2021	8 AM		Hotel Night 1 - Actual					94.00		94.00	
			Meals (8AM to 8AM)					55.00		55.00	
			Mileage from Rio Rancho to Las Cruces - Rand McNally			240.00	110.40			110.40	
7/15/2021			Hotel Night 2 - Actual					94.00		94.00	
			Meals (8AM to 8AM)					48.00		48.00	
			Mileage from Las Cruces to Rio Rancho - Rand McNally			240.00	110.40			110.40	
			Parking charge						10.00	10.00	
										0.00	
7/16/2021		3 PM	Return from travel - 7 hours					40.00		40.00	
										0.00	
										0.00	
										0.00	
PER DIEM BASED ON (CHECK ONE)					TOTALS	480.00	220.80	331.00	10.00	561.80	
ACTUAL <input checked="" type="checkbox"/>					Over \$215 lodging Approval: _____						
APPROVED RATES <input type="checkbox"/>					Agency Head Signature _____						
					ADVANCE AMOUNT @ 80%						
					ADJUSTED REIMBURSEMENT		220.80	331.00	10.00	561.80	
<input checked="" type="checkbox"/> Check here if this claim is in compliance with the non-routine reassignment provisions of the DFA regulations governing the Per Diem and Mileage Act.					I, <u>Mark Melhoff</u> DO SOLEMNLY SWEAR THAT THE ABOVE CLAIM FOR REIMBURSEMENT IS ACCURATE AND TRUE IN ALL RESPECTS AND COMPLIES WITH THE DFA REGULATIONS GOVERNING THE PER DIEM AND MILEAGE ACT AND THAT NO OTHER EXPENSES WILL BE REQUESTED FOR THIS INDIVIDUAL TRAVEL.						
					PAYEE SIGN HERE				DATE	7/17/2021	

# Helpful Notes

- Employees must have all internal approvals prior to traveling. The employee must decide to request actuals or per diem rates before the travel begins. These cannot be combined in the same travel or changed once the travel begins.
- The travel period begins at the time of departure and ends at the time of arrival. The “ISTE” form can only be used for one overnight trip at a time.
- Meals cannot be purchased before the travel begins. Meals must be purchased during the travel period.
- Receipts should not contain unallowable items such as liquor, etc. Each traveler should have a separate itemized receipt
- Employees that exceed \$1,500 in travel reimbursements must have approval from the agency head to continue traveling and receiving payment.

H. Any person who is not an employee, appointee or elected official of a county or municipality and who is reimbursed under the provisions of the Per Diem and Mileage Act in an amount that singly or in the aggregate exceeds one thousand five hundred dollars (\$1,500) in any one year shall not be entitled to further reimbursement under the provisions of that act until the person furnishes in writing to the person's department head or, in the case of a department head or board or commission member, to the governor or, in the case of a member of the legislature, to the New Mexico legislative council an itemized statement on each separate instance of travel covered within the reimbursement, the place to which traveled and the executive, judicial or legislative purpose served by the travel.

- If an agency pays for lodging with the p-card, employees must use actual reimbursements for meals and other incidentals.
- It is best practice to purchase rental car insurance and refundable airfare when available if the cost is reasonable.

# 10-8-5 (H), NMSA 1978

**MICHELLE LUJAN GRISHAM**  
GOVERNOR



**OLIVIA PADILLA-JACKSON**  
CABINET SECRETARY

**DONNIE J. QUINTANA**  
DIRECTOR

STATE OF NEW MEXICO  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
LOCAL GOVERNMENT DIVISION

Bataan Memorial Building ♦ 407 Galisteo St. ♦ Suite 202 ♦ Santa Fe, NM 87501  
PHONE (505) 827-4950 ♦ FAX (505) 827-4948

October 26, 2019

Department of Finance & Administration  
Bataan Memorial Building, Room 181  
Santa Fe, NM 87501

Dear [REDACTED]

I am submitting this notice of completion of travel as part of the Local Government Division's efforts to comply with Section 10-8-5-I of the Per Diem and Mileage Act.

Please be advised I will be receiving per diem that in the aggregate exceeds \$1,500 for calendar year 2019. Attached is an itemized statement of travel that I have taken thus far for calendar year 2019.

Sincerely,

Approved, [REDACTED]

Department of Finance & Administration

**[REDACTED]**  
CY 19 Travel

Date	Destination	Purpose	Amount
1/6-1/11/2019	Elephant Butte	Complete Quarterly Report	\$ 582.64
1/22-1/25/2019	Ruidoso Downs	Complete Quarterly Report	\$ 440.88
1/27-2/1/2019	Ruidoso Downs	Complete Quarterly Report	\$ 616.52
2/3-2/8/2019	Ruidoso Downs	Review FY2019 Financial Statements	\$ 601.44
2/10-2/14/2019	Ruidoso Downs	Training new Finance Director	\$ 509.84
2/24-3/1/2019	City of Lovington	Begin Review of FY18-19 Financial statements	\$ 723.44
3/3-3/8/2019	City of Lovington	Enter JE's for period of July to Dec. 2018 Begin prep for Qlty report	\$ 723.44
3/17-3/22/2019	City of Lovington	LGBMS crosswalk	\$ 721.68
3/10-3/15/2019	City of Lovington	Complete Quarterly Report	\$ 722.12
3/31-4/5/2019	Village of Cimarron	Adjust/Review Financial Statements	\$ 583.08
4/7-4/12/2019	Village of Cimarron	Review Caselle Financial Statements	\$ 591.44
4/14-4/19/2019	Village of Cimarron	Complete review of Caselle Balance sheets	\$ 582.96
4/21-4/26/2019	Mora County	Begin Training ne Finance Director. Assist with LGBMS	\$ 540.84
4/28-5/3/2019	Mora County	Continue Training for Finance Director. Assist with 3rd QTR	\$ 528.84
5/5/2019	Mora County	Complete Training for Finance Director	\$ 529.28
5/12/2019	Elephant Butte	Intial Budget Training	\$ 572.84
5/19/2019	Elephant Butte	Assist with interim budgets	\$ 574.16
5/27/2019	Elephant Butte	Continue assiting with interim budgets. Clean balance sheets	\$ 462.76
6/2/2019	Sierra County	Assist with revising Traidic Software/LGBMS crosswalk	\$ 565.36
6/9/2019	Sierra County	Complete work on Triadic to LGBMS crosswalk	\$ 561.84
7/1/2019	Village of Magdalena	Assist with 3rd QTR LGBMS and budget	\$ 83.72
7/2/2019	Village of Magdalena	Assist with 3rd QTR LGBMS and budget	\$ 84.16
7/3/2019	Village of Magdalena	Assist with 3rd QTR LGBMS and budget	\$ 84.16
7/5/2019	Village of Magdalena	Assist with 3rd QTR LGBMS and budget	\$ 85.48
7/7/2019	Town of Springer	Review FY19 Financial Statements	\$ 677.24
7/14/2019	Town of Springer	Complete review of FY19 financial statements	\$ 683.84
7/21/2019	Town of Springer	Prepare preliminaryh FY19 audit schedule and financial report:	\$ 247.44
7/24/2019	Village of Maxwell	Review FY19 Financial Statements	\$ 400.32
7/30/2019	Town of Springer	Finish LGBMS reporting and FY20 final budget	\$ 364.68
8/11/2019	Town of Dexter	Provide training on LGBMS. Review audit findings	\$ 718.60
8/18/2019	City of Elephant Butte	Begin working on correcting pooled cash and FY19 statements:	\$ 548.64
8/25/2019	City of Elephant Butte	Complete Correcting pooled cash. Begin work on FY20 carryo	\$ 553.48
9/2/2019	City of Elephant Butte	Complete correcting FY20 carryover. Review and correct 19 sl	\$ 469.80
9/8/2019	City of Elephant Butte	Follow up on LGBMS training	\$ 294.52



Thank you  
Have a Wonderful Day