

ACUTE CARE
203 Hospital Drive
Raton, New Mexico 87740
(505) 445-3661



LONG TERM CARE
900 South Sixth
Raton, New Mexico 87740
(505) 445-3661

Memo

To: MCMC Chief Executive Officer

From: _____

Date: _____

Re: TRAVEL EXPENSES – REQUEST FOR ACTUALS

I, _____, will travel to _____ on _____, for training and am requesting reimbursement for actuals in lieu of approved rates and IF APPLICABLE – requesting approval for lodging over \$215.00

SECTION 6-5-6 NMSA, 1978 AS AMENDED: WHITE PAPER (JUSTIFICATION) – CRITERIA FOR DETERMINING THE PROPRIETY OF AN EXPENDITURE.

IF APPLICABLE -

Per Department of Finance and Administration (DFA) Memorandum DATE: October 27, 2010

RE: Reimbursement of Baggage Incurred on State Travel.

Employee is requesting reimbursement for such fees to destination and back. Baggage fees are consistent with length of Travel.

It is the responsibility and mission of our Agency for commitment to excellence in providing care and to serve the Miner beneficiaries and the public at the most efficient, effective and productive level. Adequate funding for this expenditure is available in the operating budget and the Miners' Trust of New Mexico of Miners' Colfax Medical Center.

APPROVED

DISAPPROVED

Miners Colfax Medical Center CEO

DATE