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DATE: April 24, 2024

TO: State Agency CFOs & Local Public Bodies

FROM: Mark Melhoff, Acting Controller 

SUBJECT: FCD Memo FY24-004 – Fiscal Year 25 Per Diem Rates

The Department of Finance & Administration (DFA) has published the Fiscal Year 25 per diem rates as required by 10-8-4 (B) & (C), NMSA 1978. The calculation of the updated rates has taken into consideration the standard rates established by the United States general services administration. These rates go into effect July 1, 2024. The rate chart can be found on the DFA website by following the link below.

<https://www.nmdfa.state.nm.us/financial-control/resource-information/memos-and-notice/>

Feel free to contact me directly with questions.

State of New Mexico Per Diem Rates					
<i>As Published by DFA on May 1, 2024. FY25 rates are effective July 1, 2024.</i>					
Per Diem Rate for Overnight Travel	FY21	FY22	FY23	FY24	FY25
In-State	85.00	151.00	155.00	157.00	166.00
In-State - County of Santa Fe (Special Area)	135.00	194.00	202.00	210.00	231.00
Out-of-State	115.00	151.00	155.00	157.00	166.00
International Travel (in US Dollars)	-	-	-	-	290.00
<i>International Travel must be approved by oversight governing body</i>					
Meal Rates for Actual Reimbursements	FY21	FY22	FY23	FY24	FY25
In-State	30.00	55.00	59.00	59.00	59.00
Out-of-State	45.00	55.00	59.00	59.00	59.00
International Travel (in US Dollars)	-	-	-	-	103.00
<i>Note: Meals are only reimbursable when using approved actual rates (per 24-hour period)</i>					
<i>Note 2: Overnight lodging is limited to \$215 per night when using actuals. Amounts that exceed this limit must be preapproved by the Agency Head or Chairperson of the Governing Board.</i>					
<i>Note 3: International travel must be approved by the oversight governing body.</i>					
Partial Day/Return from Travel/Same Day	FY21	FY22	FY23	FY24	FY25
less than 2 hours	-	-	-	-	-
2 hours but less than 6	12.00	18.00	20.00	20.00	20.00
6 hours but less than 12	20.00	40.00	42.00	42.00	42.00
12 hours but less than 24	30.00	55.00	59.00	59.00	59.00
<i>The Travel & Per Diem Act allows for actual reimbursement when per diem rates are insufficient.</i>					