



**New Mexico**  
**Department of Finance**  
**and Administration**

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**Cabinet Secretary Wayne Propst**

Deputy Cabinet Secretary Renee Ward

Acting State Controller Mark Melhoff

**Governor Michelle Lujan Grisham**

**DATE:** April 19, 2024

**TO:** State Agency CFOs

**FROM:** Mark Melhoff, Acting State Controller

A handwritten signature in black ink, appearing to be "Mark Melhoff", written over a horizontal line.

**SUBJECT:** FCD Memo FY24-005 – International Travel Temporary Exception

On July 1, 2024, the Department of Finance and Administration (DFA) Financial Control Division (FCD) will issue an updated travel policy for Fiscal Year (FY) 2025 to include guidance on allowable international travel expenditures by employees and public officers on official business as part of the Department's annual update to the Manual of Model Accounting Practices (MAPs). The updates will include provisions allowing for the purchase of business class airfare for international flights as well an update to per diem allowances for international travel.

Until the release of FY25 MAPs, state agencies may purchase business class airfare for international travel upon approval by the Office of the Chief of Staff to the Governor for executive branch agencies or the oversight governing body for non-executive branch agencies. The purchasing of business class travel only applies to flights that exceed 10 hours in flight time to include the changing of planes and layovers or if business class travel is required for medical accommodation or special needs.

Please contact me directly if you have any questions.