



Knights of Columbus
New Mexico State Council



NMSC DIRECTIVE NO. 5

September 23, 2016

PROCEDURES FOR NM STATE COUNCIL MILEAGE AND PER-DIEM

- 1) **PURPOSE:** The purpose of the New Mexico State Council (hereinafter NMSC) Directives is to establish policy and set procedures in all areas not governed by Supreme Council Rules, Regulations, and Laws or NMSC by-laws. This directive shall be redefined as needed, through a majority vote of the NMSC.
- 2) **SCOPE:** This directive shall govern all matters relating to the operation of the NMSC **Mileage and Per-Diem procedures** to be used by All State Officers and participating subordinate councils. The accounting, record keeping and reporting policies herein shall not be deviated from, by any officer without the approval or direction of the State Deputy.
- 3) **DELINEATION OF RESPONSIBILITY:** The incumbents of the State Council and Subordinate Council Officers in New Mexico shall have the responsibility in the areas indicated. Any member replacing a reported officer shall first notify the State Deputy prior to assuming the duties of the position.
 - a. **State Deputy:** Is the governing authority on all matters pertaining to the business and affairs of the NMSC, and as such, shall be responsible for the actions of all members involved in the operation of the payment of State Council Mileage and Per-Diem.
 - b. **State Secretary:** Shall prepare the list of Mileage and Per-Diem payable for approved members in attendance based on the below criteria.
 - c. **State Treasurer:** Shall prepare checks for payment based on the State Secretary's list.
 - d. **State Warden:** Shall distribute said checks at end of meeting.
 - e. **District Deputies:** Shall assist the State Warden in distributing checks at the State Convention.

Note: Any undistributed checks shall be returned to the State Treasurer.

4) MILEAGE:

- a. Mileage rates paid are determined by resolution at the Annual State Convention.
- b. Mileage is determined from city to city as reported by “Google Maps”.
- c. Mileage is paid to “out of town” approved members over 30 miles.
- d. Current approved mileage rate, approved May 2016, is **30 cents per mile both directions**.

5) PER-DIEM:

- a. Per-diem rates are determined by resolution at the Annual State Convention.
- b. Per-diem is paid to approved members based on the following criteria.
 - i. State Officers Meeting
 1. 1 night per-diem is paid to approved members traveling over 30 miles as determined in item 4,b above.
 2. 2nd night per-diem is paid to approved members traveling over 250 miles as determined in item 4,b above.
 - ii. State Organizational Meeting
 1. 1 night per-diem is paid to approved members regardless of mileage.
 2. 2nd night per-diem is paid to approved members traveling over 250 miles as determined in item 4,b above.
 3. An extra night per-diem will be paid, to approved members, when two meetings are held back to back. Example: The State Deputy calls a State Officers Meeting the night prior to the State Organizational Meeting.
 - iii. State Midyear Meeting
 1. 1 night per-diem is paid to approved members regardless of mileage.
 2. 2nd night per-diem is paid to approved members traveling over 250 miles as determined in item 4,b above.
 3. An extra night per-diem will be paid, to approved members, when two meetings are held back to back. Example: The State Deputy calls a State Officers Meeting the night prior to the State Midyear Meeting.
 - iv. State Convention

1. 2 nights per-diem is paid to approved members regardless of mileage.
2. An extra night per-diem will be paid, to approved members, when two meetings are held back to back. Example: The State Deputy calls a State Officers Meeting the night prior to the State Convention.

c. Current approved per-diem rate is \$70 per night.

6) APROVED MEMBERS:

a. State Officers Meetings

- i. Elected State Officers (Supreme pays State Deputy Mileage and Per-Diem)
- ii. State and Associate Chaplains
- iii. Immediate Past State Deputy
- iv. District Master
- v. State Executive Assistant
- vi. State Financial Assistant
- vii. State Program Director
- viii. State Membership Director
- ix. Any Member the State Deputy deems necessary for the success of the meeting.

Note: Council representatives and District Deputies attend at their own expense.

b. State Organizational Meeting

- i. Elected State Officers (Supreme pays State Deputy's Mileage and Per-Diem)
- ii. State and Associate Chaplains
- iii. Immediate Past State Deputy
- iv. District Master
- v. State Executive Assistant
- vi. State Financial Assistant
- vii. State Program Director
- viii. State Membership Director

- ix. State Directors and Chairmen
- x. Any Member the State Deputy deems necessary for the success of the meeting.

Note: *Supreme pays District Deputies' mileage and per-diem.

*Council representatives attend at their own expense.

c. State Mid-Year Meeting

- i. Elected State Officers (Supreme pays State Deputy's Mileage and Per-Diem)
- ii. State and Associate Chaplains
- iii. Immediate Past State Deputy
- iv. District Master
- v. State Executive Assistant
- vi. State Financial Assistant
- vii. State Program Director
- viii. State Membership Director
- ix. State Directors and Chairmen
- x. Any Member the State Deputy deems necessary for the success of the meeting.

Note: *Supreme pays District Deputies' mileage and per-diem.

*Council representatives attend at their own expense.

d. State Convention

- i. Elected State Officers (including State Deputy)
- ii. State and Associate Chaplains
- iii. Immediate Past State Deputy
- iv. Past State Deputies
- v. District Master
- vi. District Deputies
- vii. State Executive Assistant
- viii. State Financial Assistant
- ix. State Program Director

- x. State Membership Director
- xi. State Directors and Chairmen
- xii. 2 elected/certified Delegates from each active council
- xiii. Any Member the State Deputy deems necessary for the success of the meeting.

Note: Any Delegate not present for roll call, without prior knowledge of the State Deputy, shall be deemed absent and forfeit any payment due for mileage and per-diem.

7) OVERPAYMENT:

- a. Single Payment Only: Should a member hold more than one position only one check will be issued for Mileage and Per-Diem. Members mistakenly receiving more than one check shall return the wrongfully issued check in full.
- b. Supreme Payment: Any member eligible for payment from Supreme council for Mileage and Per-Diem is not eligible for NM State Council Mileage and Per-Diem. Members mistakenly receiving a state check shall return the wrongfully issued check in full.

8) OUT OF JURISDICTION:

- a. The NMSC does NOT pay for travel outside the borders of New Mexico.

9) DONATION OF MILEAGE AND PER-DIEM PAYMENT: Any member wishing to donate his payment to one of the state funds; Charity Account; Ultra Sound Account; PWID Account Military Chaplain Fund or any other state fund, may do so by endorsing his check to the desired account/fund and returning the check to the State Treasurer.

Adopted: September 23, 2016



Patrick T. Mason

State Deputy