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Determination Letter for Procurement Method

Use of: R9 Travel & Mileage Accruals

All R9 Departments

Explanation of procurement method:

1. It is determined that Region 9 will use procurement code **2.42.2.11 MILEAGE-PRIVATE CONVEYANCE** for its procurement method for oversight of R9 Employee and Contractor travel mileage accruals.
2. It is determined that the online Rand McNally road atlas is no longer a viable resource due to the closing of the site.
 - a. RandMcNally road atlas site: <https://tripmaker.randmcnally.com/> (After serving road-trippers, truck drivers, RVers, and all who journey across the United States, the TripMaker web & mobile applications have been shut down.)
3. It is determined that Region 9 will transfer from Rand McNally to Google Maps for the online mileage calculator, and in accordance with the New Mexico Department of Transportation map.
 - a. New Mexico Department of Transportation map link: (NMDOT Tourist Road- Map) <https://www.dot.nm.gov/travel-information/maps/>
 - b. Google Maps link: <https://maps.google.com/>

Reference: NMAC **2.42.2.11**

MILEAGE-PRIVATE CONVEYANCE:

D. **Privately owned automobile:** For conveyance in the discharge of official duties by privately owned automobile, mileage accrued shall be reimbursed at the rate set forth in this section as follows:

- (1) pursuant to the mileage chart of the official state map published by the state highway and transportation department for distances in New Mexico and the most recent edition of the Rand-McNally road atlas for distances outside of New Mexico; or
- (2) pursuant to actual mileage if the beginning and ending odometer reading is certified as true and correct by the traveler; and
 - (a) the destination is not included on the official state map or on the Rand McNally road atlas, or,
 - (b) at the destination(s) of the public officer or employee, the public officer or employee was required to use the private conveyance in performance of official duties.



Approval Signatures:

I certify that I have reviewed the request for and it is my determination that the proposed procurement action is in the best interest of the State of New Mexico. Use of the procurement method is authorized.

Bryan Dooley
Bryan Dooley (Nov 1, 2023 12:55 MDT)
R9 Executive Director

Nov 1, 2023
Date

Arissa V. Klumka
R9 CPO Signature

Nov 1, 2023
Date









R9 Travel & Mileage Determination Letter for Procurement Method

Final Audit Report

2023-11-01

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