

New Mexico Search and Rescue

STANDARD OPERATING PROCEDURES

SAR Volunteer Reimbursement

SAR: SOP-11

November, 2012

REFERENCES:

Section 10-8-1 to 10-8-8 NMSA 1978

NMAC 2.42.2 Regulations governing the per diem and mileage act.

PURPOSE:

To define the conditions and procedures to reimburse SAR volunteers for duties performed during authorized SAR incidents.

OBJECTIVES:

GENERAL:

1. Search and Rescue volunteers will be reimbursed for fuel and oil for use of personal vehicles on state authorized missions and state authorized training missions where a state SAR mission number is assigned. DPS shall only reimburse for fuel/oil used on state authorized SAR missions and authorized training missions.
 - a. The SAR volunteer requesting reimbursement will submit the request on the SAR "Gas/Oil" reimbursement form and attach the original receipt(s) for the purchase of gas/oil when purchased within three (3) days after the mission/training mission ends. Receipts must show the location of purchase, date of purchase and total cost. If gas is purchased, the receipt should include the price per gallon and total gallons dispensed.
 - b. All reimbursement requests are to be submitted timely within 30 days of close of the mission/training mission attended. In June, reimbursement request will be submitted within 10 days of close of mission/training mission.
 - c. Receipts may be deemed invalid if they appear to show purchase(s) for gas/oil that has not been used on authorized SAR missions or authorized SAR training missions.
2. Search and Rescue Volunteers will be paid Per-Diem/Mileage in accordance with the State per-diem and mileage act for the following conditions:
 - a. When a Field Coordinator is called to respond to a search and rescue mission out of his/her state police district to perform **Incident Command Staff** duties.

New Mexico Search and Rescue

STANDARD OPERATING PROCEDURES

SAR Volunteer Reimbursement

SAR: SOP-11

November, 2012

- b. When a SAR volunteer attends a DPS approved SAR training class/school or meeting and said SAR volunteer has obtained prior approval for reimbursement from the SAR Resource Officer to attend the training or meeting.
 - c. SAR Volunteers shall use the “Trainings and Approved Travel” form for reimbursement for mileage and per diem.
 - d. Actual expense reimbursement may be used instead of per-diem/mileage reimbursement with the prior approval of the SAR Resource Officer.
 - e. All reimbursement requests are submitted timely within 30 days of the close of the mission/training attended. June requests will be submitted within 10 days of close of mission/training.
3. Search and Rescue Field Coordinators/Incident Commanders will be reimbursed for cell/satellite phone usage in accordance with the **State policy** on cell phone reimbursements:
- a. When used on a state authorized Search and Rescue mission when a mission number is assigned. (This applies only to an official mission not a training mission or team training)
 - b. All reimbursement requests are submitted timely within 30 days, of the close of the mission attended. June requests will be submitted within 10 days of close of mission.
 - c. Reimbursement request shall be submitted on the reimbursement form and include a copy of the cell/satellite invoice that shows calls made and received during the SAR mission.
4. Search and Rescue Area Commanders and Incident Commander shall be reimbursed for calls from their home or from their cell phones when calling the DPS provided satellite phones or other phones where charges are accrued.
- a. The reimbursement form shall include a copy of the invoice showing the charges accrued during the performance of their duties.
 - b. All reimbursement requests are submitted timely within 30 days, of the close of the mission attended. June requests will be submitted within 10 days of close of mission.
5. Search and Rescue Incident Management personnel shall be reimbursed for data charges

New Mexico Search and Rescue
STANDARD OPERATING PROCEDURES

SAR Volunteer Reimbursement

SAR: SOP-11

November, 2012

from cell phones, wi-fi hot spots and other means of transferring data, as long as the data transferred is information required and needed in the performance of their duties.

6. All SAR volunteers that request reimbursement shall have a SHARE vendor ID issued.. Any SAR volunteer that has not been issued a vendor ID shall be required to submit a W-9, issued by the State of New Mexico. Furthermore, any change of address, name or other identifying data shall be recorded in the SHARE system by the SAR volunteer completing and submitting a W-9.

ATTACHMENTS:

<reimbursement forms>

APPROVAL: