

**DEPARTMENT OF PUBLIC SAFETY
NEW MEXICO STATE POLICE**

Bill Richardson
Governor

John Denko Jr.
Cabinet Secretary



Carlos R. Maldonado
Chief / Deputy Secretary—Operations

Roxanna M. Knight
Deputy Secretary—Administration

Timothy W. Manning
Deputy Secretary—Emergency Services

Search and Rescue Volunteer Reimbursement and Per-Diem

Search and Rescue volunteers will be reimbursed for fuel and oil:

- For state authorized missions and state authorized training missions used for personal vehicles when a state SAR mission number is assigned.
- With submission of an original receipt for the purchase of gas/oil when purchased within 5 days after the mission/training ends.
- All reimbursement requests are submitted timely within 30 days, of the close of the mission/training attended. In June will be submitted within 10 days of close of mission/training.
- Submitted on authorized form and a W-9 included.

Search and Rescue Volunteers will be paid Per-Diem/Mileage in accordance with the State per-diem and mileage act:

- When a Field Coordinator is called to respond to a search and rescue mission out of his/her state police district.
- When attending the annual state SAR conference “E.S.C.A.P.E.” mileage will be paid.
- When a Sar volunteer attends a state sanctioned SAR training class/school or meeting. example. -ICS Section Chief class, Area Commander meeting, Field Coordinator Rendezvous, New Field Coordinator school, etc
- All reimbursement requests are submitted timely within 30 days, of the close of the mission/training attended. In June will be submitted within 10 days of close of mission/training.
- Submitted on authorized form with a W-9 included.

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:

- When used on a state authorized Search and Rescue mission when a mission number is assigned. (This applies only to a official mission not a training mission or team training)
- All reimbursement requests are submitted timely within 30 days, of the close of the mission/training attended. In June will be submitted within 10 days of close of mission/training.
- Submitted on authorized form with a W-9 included.

Office of the Secretary

827-3370

Special Investigations
841-8053

Office of the Chief
New Mexico State Police

827-9002

Training and Recruiting
827-9251

Office of Emergency
Management

476-9600

Information Technology
827-9115

Technical and Emergency Support

827-9133

Motor Transportation
827-0321

Support Services
827-9016

P. O. Box 1628 • Santa Fe, New Mexico 87504-1628

Search and Rescue Field Coordinators/Incident Commanders will be reimbursed for food at SAR Missions:

- The Field Coordinator/Incident Commander may authorize up to \$100.00 on a single incident (NOT PER DAY) with approval from the Area Commander. The SAR Area Commander may authorize another \$150.00 (total of \$250.00 per incident). If additional food is needed, authorization for reimbursement must be authorized through the SAR Resource Officer.
- All reimbursement requests are submitted timely within 30 days, of the close of the mission/training attended. In June will be submitted within 10 days of close of mission/training.
- Submitted on authorized form with a W-9 included.