



## **Training Mileage and Per Diem Reimbursement Program for Capacity Building**

Issued by: New Mexico Association of Regional Councils (NewMARC)

Release Date: October 20, 2025

Application Deadline: Rolling

Total Available Funds: \$30,000

### **1. Introduction**

The New Mexico Association of Regional Councils (NewMARC) is pleased to announce a program for mileage and per diem reimbursement to support attendance at eligible training opportunities. This initiative is designed to build capacity within local governments and special districts across New Mexico.

Eligible training events include those hosted by:

- The New Mexico Department of Finance and Administration (DFA)
- Any of the Councils of Governments (COGs)
- NewMARC itself

This funding opportunity is subject to the requirements of the New Mexico Procurement Code and is intended to ensure equitable access to critical training resources for entities engaged in public service.

### **2. Reimbursement Requirement**

Reimbursements will be made on a first-come, first-served basis to pre-approved applicants who meet all eligibility and documentation requirements. Awards will be limited to actual costs incurred and are subject to availability of funds.

### **3. Eligibility**

Eligible applicants include:

- Local governments (municipalities, counties, tribal governments)
- Special districts (e.g., water, soil and water conservation, fire, etc.)



#### **4. Eligible Expenses**

Approved applicants may **only** be reimbursed for:

- Mileage to and from the training location, calculated using standard mapping tools
- Per diem, in accordance with New Mexico Department of Finance and Administration (DFA) approved travel rates

**Please note:** Only training opportunities that have been pre-approved by NewMARC are eligible for reimbursement under this program.

#### **5. Documentation**

Reimbursement will be made only after successful completion of the training and submission of a complete documentation packet. The following documents must be submitted:

1. Calculation of mileage (with supporting map or mileage tool output)
2. Training agenda
3. Sign-in sheet or name badge from the event
4. A brief narrative (maximum 1 page) describing how attendance at the training has helped to build capacity within the applicant's organization

#### **6. Evaluation Criteria**

Proposals will be evaluated on a rolling basis until funds are exhausted. Priority will be given to:

- Organizations that demonstrate high need or serve rural or underserved communities
- Applications that align with current NewMARC or COG regional development priorities

#### **7. Submission Instructions**

Interested applicants must submit their proposals via email to [pascual@nmarc.org](mailto:pascual@nmarc.org) with the subject line: Training Reimbursement Proposal – [Your Organization Name].

Each proposal must include:

- A letter of interest identifying the training and its relevance
- Estimated mileage and per diem costs
- Identification of staff attending and anticipated impact

Applicants are encouraged to submit early, as funds are limited.

#### **8. Contact Information**

For questions or to request pre-approval of a training opportunity, please contact:

Pascual Maestas, Executive Director



New Mexico Association of Regional Councils

[pascual@nmarc.org](mailto:pascual@nmarc.org)

505-715-5284

This program is issued in accordance with the New Mexico Procurement Code and all reimbursements must adhere to state-approved rates and documentation standards.