



INSTITUTE OF TRANSPORTATION ENGINEERS
New Mexico Section



2009 – 2010 ANNUAL REPORT



Institute of Transportation Engineers
New Mexico Chapter
P.O. Box 21883. Albuquerque, NM 87154

April 1, 2010

Institute of Transportation Engineers Board,

The New Mexico Chapter of the Institute of Transportation Engineers is pleased to present our application to the Institute of Transportation Engineers for the Section Activities Award. We are proud to be a part of an organization that represents transportation engineers, emphasizes education and promotes excellence.

The New Mexico Chapter had a productive year. We kept busy with field trips, monthly meetings, conferences, and student competitions. The New Mexico Chapter conducted a Student Paper Competition in which students at The University of New Mexico had the opportunity to submit and present an essay on transportation. We also help regular monthly meetings with exceptional guest speakers, including:

- The New Mexico Department of Transportation's Elias Archuleta,
- Gary Thomas of the Texas Transportation Institute,
- Paul Barricklow of Lee Engineering,
- The City of Albuquerque's ITS Manager, Matt Yannoni, and
- Staff from Congressman Harry Teague's office.

The New Mexico Chapter also sponsored the 47th Annual Paving Conference Social in January, as part of a two-day educational conference held by The University of New Mexico's Civil Engineering Department.

Additionally, the New Mexico Section adopted a Travel Reimbursement Policy to assist NM Section President or designee travel to the Western District Annual Meeting and/or the Western District Mid-Year Board Meeting. Representation of the New Mexico Section at these meetings is essential for effective operation and coordination with the Western District Leadership.

The opportunity to receive the Section Activities Award would be outstanding for the New Mexico Chapter as well as the New Mexico community. Receiving this award would be a positive success for us in many ways. New Mexico, being a rural state, does not commonly receive national attention and recognition. An acknowledgement such as the Section Activities Award would give New Mexico exposure and recognition. Also, being able to attend the ITE Annual Meeting with the \$1,000 award would be an excellent opportunity to represent our state and bring back national experience and materials.

We appreciate your time and consideration.

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On the cover:
Photo 1: The New Mexico 550, northwest of Albuquerque.
Photo 2: I-25 toward Grants. Photo courtesy of Lee Engineering, photographed by Paul Barricklow.

**Institute of Transportation Engineers
New Mexico Section Annual Report
For the period April 1, 2009 to March 31, 2010**

I. Current Officers and Committee Chairs

Officers

President



**Ross E. Lujan, P.E.
CH2M HILL**

Vice President



**Kristal D. Metro, P.E.
City of Albuquerque**

Secretary/Treasurer



**Paul A. Barricklow, P.E., PTOE
Lee Engineering**

Committee Chairs

- Technical Committee.....**Jim Brogan, Ph.D., P.E.**
- Membership Committee**Greg Clarke, P.E.**
- Legislative Coordinator**Steve Eagan P.E.**
- Student Chapter Coordinator.....**Jerry Hall, Ph.D., P.E.**
- Newsletter.....**Karen Van Citters**
- Directory**Paul Steffin, P.E.**
- Website.....**Eric Hawton, P.E., PTOE**
- Past President**Jim Barrera, P.E.**

II. Membership

<u>Membership Grade</u>	<u>Section Annual Dues</u>	<u>Number</u>
Honorary	\$15.00	0
Fellow	\$15.00	7
Fellow Life	\$15.00	7
Fellow Retired	\$15.00	0
Member	\$15.00	69
Member Life	\$15.00	3
Member Retired	\$15.00	0
Associate Life	\$15.00	0
Associate Retired	\$15.00	0
Institute Affiliate	\$15.00	2
Institute Affiliate Retired	\$15.00	0
Student Member	\$0.00	13
Section Affiliate	\$15.00	15
Membership Total		116

III. Financial

The New Mexico Section EIN is 54-6159048.

Balance of funds on hand at beginning of the reporting period		\$13,855.33
Income for the Reporting Period		
Membership Dues	\$1,228.00	
Gross Income from Meetings	\$5,315.50	
Webinar Income	\$20.00	
Investment Income	\$0	
Advertising Income (Membership Directory)	\$1,395.00	
Other - ITE Social Sponsorships	\$4,200.00	
Other - Donations	\$15	
Total Income		\$12,158.65
Expenditures for the Reporting Period		
Newsletter	\$0	
Meetings	\$6,038.65	
Special Projects	\$6.93	
Awards	\$492.87	
Other - ITE Social	\$2,108.70	
Other - Bank Fees	\$27.77	
Other - Elections	\$181.83	
Other - Directory Printing	\$1,237.76	
Other - Student Chapter	\$0	
Other - Website	\$179.90	
Other - Returned Items (Bank)	\$52.50	
Total Expenditures		\$10,326.91
Net Income or (Expense)		\$1,831.74
Balance of funds on hand at end of the reporting period		\$15,687.07

IV. Bylaws

The Travel Reimbursement Policy is meant to encourage participation in NMITE leadership from both the private and the public sector. Engineers in certain sectors are required to pay for all NMITE travel. By providing a \$500 stipend, the monetary burden is reduced on those individuals. A copy of the Travel Reimbursement Policy is included in this report.

V. Technical Activities

NMITE Annual Summer Field Trip

Date & Time: Thursday, July 9, 2009 11:30 am – 1:00 pm
Field Trip: Aperture Center Building at Mesa del Sol,
Albuquerque, NM
Host: Forest City Covington
Attendance: 21



NMITE Web Briefing, Intersection Safety and Geometric Design: Sight Distance

Date & Time: Wednesday, March 4, 2009 11:00 am – 1:00 pm
Field Trip: Wilson & Company, 4900 Lang Ave. NE, Albuquerque, NM

The group met at 11:00 am at Wilson & Company's meeting area.

Sight distance is a critical component of designing safe transportation facilities. The types and definitions of sight distance have changed over the years, as have the assumptions that they are based upon. This Web seminar gave an overview of the three primary types of sight distance as defined by the AASHTO Policy on Geometric Design of Highways and Streets, discussed how they should be applied to roadway and intersection design, gave examples of each, and discussed their safety impacts.

INSTRUCTOR: Gary Thomas, Ph.D., P.E., FITE, Texas Transportation Institute

Host: Derek Meier, Wilson & Company
Attendance: 28

VI. Meetings

March 2009 Section Meeting (see "Technical Activities" above)

Date & Time: Wednesday, March 4, 2009 11:00 am – 1:00 pm
Location: Wilson & Company, 4900 Lang Ave. NE, Albuquerque, NM
Attendance: 28
Speakers: Gary Thomas, Ph.D., P.E., FITE, Texas Transportation Institute
Topic: NMITE Web Briefing, Intersection Safety and Geometric Design: Sight Distance

April 2009 Section Luncheon

Date & Time: Thursday, April 2, 2009
11:30 am – 1:00 pm
Location: El Pinto Restaurant, Albuquerque, NM
Attendance: 26
Speakers: Frank N. Chavez, Esq.
Topic: Liability Issues in Transportation Engineering



May 2009 Section Luncheon

Date & Time: Thursday, May 7, 2009
11:30 am – 1:00 pm
Robert Stamms Commons at
the UNM Centennial
Engineering Center,
Albuquerque, NM

Attendance: 17

Speaker: Emmy Foley, University of New Mexico

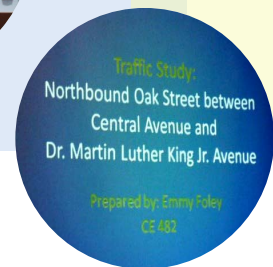
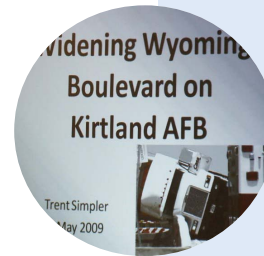
Topic: Traffic Study: Northbound Oak Street
between Central Avenue and Dr. Martin
Luther King Jr. Avenue
(First Place Student Paper)

Speaker: Trent Simpler, University of New Mexico

Topic: Widening Wyoming Boulevard on Kirtland
AFB
(Second Place Student Paper)

Speaker: Bryan Estvanko, University of New Mexico

Topic: Roundabout Redesign
(Second Place Student Paper)



June 2009 Section Luncheon

Date & Time: Thursday, June 4, 2009
11:30 am – 1:00 pm

Location: El Pinto Restaurant,
Albuquerque, NM

Attendance: 38

Speaker: Bill Westmoreland, P.E.

Topic: Responsibilities of the City of Albuquerque Engineering Traffic
and Transportation Incident Manager

July 2009 Section Meeting (see "Technical Activities" above)

Date & Time: Thursday, July 9, 2009
11:30 am – 1:00 pm

Location: Aperture Center Building at Mesa del Sol,
Albuquerque, NM

Attendance: 21

August 2009 – International Meeting, No Section Meeting



September 2009 Section Luncheon

Date & Time: Thursday, September 3, 2009
11:30 am – 1:00 pm

Location: El Pinto Restaurant
Albuquerque, NM

Attendance: 25

Speaker: Michael P. Sanderson, P.E., PTOE, LEED AP

Topic: Swearing in new section officers, District 6 Update

Speaker: Michael P. Sanderson, P.E., PTOE, LEED AP

Topic: Sustainability: What Does it Mean to Transportation Professionals?

October 2009 Section Luncheon

Date & Time: Thursday, October 1, 2009
11:30 am – 1:00 pm

Location: El Pinto Restaurant
Albuquerque, NM

Attendance: 32

Speaker: Michael J. Riordan, City of Albuquerque, Acting Director, Department of Municipal Development

Topic: 2009 General Obligation Bond for Streets and the 1/4 cent Infrastructure Program

November 2009 Section Luncheon

Date & Time: Thursday, November 5, 2009
11:30 am – 1:00 pm

Location: El Pinto Restaurant,
Albuquerque, NM

Attendance: 27

Speaker: Staff from Congressman Harry Teague's Office

Topic: What is Happening with Transportation in Congress?

December 2009 Section Luncheon

Date & Time: Thursday, December 3, 2009
11:30 am – 1:00 pm

Location: El Pinto Restaurant
Albuquerque, NM

Attendance: 33

Speaker: Lieutenant Cary Langehennig, New Mexico Dept. of Public Safety – Motor Trans. Police

Topic: What We Do and Miscellanies Facts



January 2010 – NMITE Social at the 46th UNM Paving & Transportation Conference

Date & Time: Monday, January 4, 2010 & Tuesday, January 5, 2010
5:30 pm – 7:00 pm

Location: Marriott Pyramid North
Albuquerque, NM

Attendance: Over 75 (estimate)



February 2010 Section Luncheon

Date & Time: Thursday, February 4, 2010
11:30 am – 1:00 pm

Location: El Pinto Restaurant
Albuquerque, New Mexico

Attendance: 46

Speaker: Elias Archuleta, P.E., New Mexico
Department of Transportation

Topic: "NMDOT Highway Safety Improvement
Program"



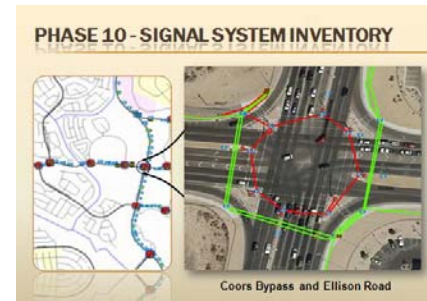
March 2010 Section Meeting

Date & Time: Thursday, March 4, 2010
11:30 am – 1:00 pm

Location: El Pinto Restaurant,
Albuquerque, New Mexico

Attendance: 45

Speakers: Paul Barricklow, P.E., PTOE,
Project Manager, Lee Engineering



Matthew Yannoni, ITS Manager
City of Albuquerque

Topic: The City of Albuquerque's ITS and Signal system Expansion.



PRESENTATION OUTLINE

- AMPA ITS Corridors
- Previous Phases
- Phase 9 – North-Westside ITS Project
- Phase 10 - System Inventory and Signal Timing
- Phase ARRA - Citywide Fiber Install
- America Recovery and Reinvestment Act
- Phase 11 – Citywide Fiber Install
- Phase 12 Concept – DMS Sign Deployment

VII. Awards

Student Paper Competition, May 2009



First Place: Emmy Foley, University of New Mexico
"Traffic Study: Northbound Oak Street between
Central Avenue and Dr. Martin Luther King Jr.
Avenue"
\$200



Second Place: Trent Simpler, University of New Mexico
"Widening Wyoming Boulevard on Kirtland
AFB"
\$100



Second Place: Bryan Estvanko, University of New Mexico
"Roundabout Redesign"
\$100

Section Past President Award, September 2009

Jim Barrera, P.E., New Mexico Section President 2009 - 2010 was presented this award in recognition of service to the section.

Best Website in the Western District Award.

The *New Mexico Section* was awarded this year's prize for best website in the Western District. Recognition should be given to Website Committee Chair Eric Hawton (HDR Engineering), Becky Lowe (Bohannon Huston), and Jeff Suina (Bohannon Huston). Hosting of the website is provided by Bohannon Huston. (<http://www.nmite.com/>)

Institute of Transportation Engineers — New Mexico Section

Section Funds held in Bank of America Business Economy Checking Account 0001 0880 7017

Updated: **March 30, 2010** rel



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Account Ledger

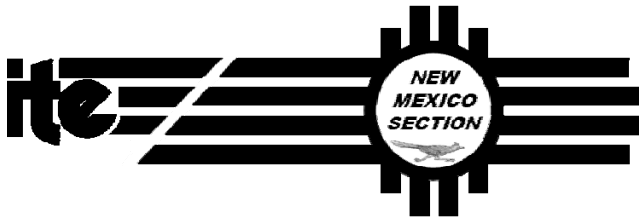
Date	Ck. No.	Item	Cat. No.	Category	Credits	Debits	Balance	Note
01-Apr-2009		Balance Forward from 2008-2009 Ledger					\$ 13,855.33	
02-Apr-2009		Bank Withdrawal - Change for Lunch Meeting	22	Expenditures - Meetings		\$ (60.00)	\$ 13,795.33	
02-Apr-2009		Expenditure - Ck Card: El Pinto Restaurant - Section Lunch Meeting	22	Expenditures - Meetings		\$ (466.34)	\$ 13,328.99	
02-Apr-2009		Deposit - Receipts from Section Lunch Meeting (Change Redeposit)	11	Income - Meetings	\$ 60.00		\$ 13,388.99	
02-Apr-2009		Deposit - Receipts from Section Lunch Meeting	11	Income - Meetings	\$ 420.00		\$ 13,808.99	
14-Apr-2009		Deposit - Section Dues received from ITE National	10	Income - Membership Dues	\$ 1,168.00		\$ 14,976.99	
15-Apr-2009		Deposit - Receipts from 4/2 Section Lunch Meeting (Moby Mirza)	11	Income - Meetings	\$ 17.50		\$ 14,994.49	
05-May-2009	505	Reimbursement - Craig Watts - nmite.org registration fee (10 years)	29	Expenditures - Other - Website		\$ (179.90)	\$ 14,814.59	
07-May-2009	506	Expenditure - Emmy Foley -- First Place Student Paper	24	Expenditures - Awards		\$ (200.00)	\$ 14,614.59	
07-May-2009	507	Expenditure - Trent Simpler -- Second Place Student Paper	24	Expenditures - Awards		\$ (100.00)	\$ 14,514.59	
07-May-2009	508	Expenditure - Bryan Estvanko -- Second Place Student Paper	24	Expenditures - Awards		\$ (100.00)	\$ 14,414.59	
07-May-2009	509	Reimbursement - Kristal Metro - Tabs for Secretary Treasurer Binder	23	Expenditures - Special Projects		\$ (6.93)	\$ 14,407.66	
07-May-2009	510	Reimbursement - Jim Barrera, Pizza and Drinks for 05/07/09 NMITE Mtg	22	Expenditures - Meetings		\$ (218.27)	\$ 14,189.39	
07-May-2009		Bank Withdrawal - Change for Lunch Meeting	22	Expenditures - Meetings		\$ (150.00)	\$ 14,039.39	
07-May-2009		Deposit - Section Lunch Meeting Change Redeposit	11	Income - Meetings	\$ 150.00		\$ 14,189.39	
07-May-2009		Deposit - Receipts from Section Lunch Meeting	11	Income - Meetings	\$ 110.00		\$ 14,299.39	
03-Jun-2009		Bank Withdrawal - Change for Lunch Meeting	22	Expenditures - Meetings		\$ (100.00)	\$ 14,199.39	
04-Jun-2009		Deposit - Section Lunch Meeting Change Redeposit	11	Income - Meetings	\$ 100.00		\$ 14,299.39	
04-Jun-2009		Deposit - Receipts from Section Lunch Meeting	11	Income - Meetings	\$ 612.50		\$ 14,911.89	
04-Jun-2009		Expenditure - Ck Card: El Pinto Restaurant - Section Lunch Meeting	22	Expenditures - Meetings		\$ (673.61)	\$ 14,238.28	
05-Jun-2009		Expenditure - Post Office: Election Materials (Envelopes + Postage)	27	Expenditures - Other - Elections		\$ (75.60)	\$ 14,162.68	
05-Jun-2009		Expenditure - Post Office: Election Materials (Envelopes + Postage)	27	Expenditures - Other - Elections		\$ (43.20)	\$ 14,119.48	
05-Jun-2009		Expenditure - FedEx/Kinko's: Ballot Preparation	27	Expenditures - Other - Elections		\$ 46.81)	\$ 14,072.67	
06-Jun-2009		Expenditure - Walmart: Mailing Materials (Address Labels, Paper)	27	Expenditures - Other - Elections		\$ (16.22)	\$ 14,056.45	
09-Jul-2009		Bank Withdrawal - Change for Lunch Meeting	22	Expenditures - Meetings		\$ (100.00)	\$ 13,956.45	

Account Ledger (continued)

Date	Item		Category	Credits	Debits	Balance	Note
	Ck. No.	Cat. No.					
09-Jul-2009		Deposit - Section Lunch Meeting Change Redeposit	11	Income - Meetings	\$ 100.00	\$ 14,056.45	
09-Jul-2009		Deposit - Receipts from Section Lunch Meeting	11	Income - Meetings	\$ 160.00	\$ 14,216.45	
09-Jul-2009	511	Reimbursement - Jim Barrera, Pizza and Drinks for 07/09/09 NMITE Mtg	22	Expenditures - Meetings		\$ (173.88)	\$ 14,042.57
19-Aug-2009		Deposit - Directory Ads	13	Income - Advertising	\$ 365.00		\$ 14,407.57
24-Aug-2009	512	Reimbursement - Jim Barrera, duplicate trophy District 6 Best Website	24	Expenditures - Awards		\$ (26.15)	\$ 14,381.42
24-Aug-2009		Expenditure - Ck Card: Little Anita's Restaurant - Officer's Lunch Meeting	22	Expenditures - Meetings		\$ (38.77)	\$ 14,342.65
02-Sep-2009		Bank Withdrawal - Change for Lunch Meeting	22	Expenditures - Meetings		\$ (50.00)	\$ 14,292.65
03-Sep-2009	513	Reimbursement - Ross Lujan, trophy of appreciation for former president	24	Expenditures - Awards		\$ (66.72)	\$ 14,225.93
03-Sep-2009		Deposit - Section Lunch Meeting Change Redeposit	11	Income - Meetings	\$ 50.00		\$ 14,275.93
03-Sep-2009		Deposit - Receipts from Section Lunch Meeting	11	Income - Meetings	\$ 437.50		\$ 14,713.43
03-Sep-2009		Expenditure - CK Card: DJ's Deli: Officer's Lunch Meeting	22	Expenditures - Meetings		\$ (535.96)	\$ 14,177.47
01-Oct-2009		Bank Withdrawal - Change for Lunch Meeting	22	Expenditures - Meetings		\$ (40.00)	\$ 14,137.47
01-Oct-2009		Expenditure Directory Printing (Zuna Corp.)	28	Expenditures - Other - Directory		\$ (1,037.76)	\$ 13,099.71
02-Oct-2009		Deposit - Directory Ads	13	Income - Advertising	\$ 290.00		\$ 13,389.71
02-Oct-2009		Deposit - Receipts from Section Lunch Meeting	11	Income - Meetings	\$ 577.50		\$ 13,967.21
05-Oct-2009	516	Reimbursement - Paul Barricklow, Staples Security Bags Purchased 10-01-09	26	Expenditures - Other - Bank Fees		\$ (27.77)	\$ 13,939.44
08-Oct-2009		Deposit - Activate Card	16	Income - Other - Webinar	\$ 20.00		\$ 13,959.44
08-Oct-2009		Bank Withdrawal - Change for Lunch Meeting	22	Expenditures - Meetings		\$ (20.00)	\$ 13,939.44
10-Oct-2009	514	Expenditure - El Pinto Restaurant - Section Lunch Meeting	22	Expenditures - Meetings		\$ (570.54)	\$ 13,368.90
06-Nov-2009		Deposit - Directory Ads	13	Income - Advertising	\$ 290.00		\$ 13,658.90
05-Nov-2009		Expenditure - Ck Card: El Pinto Restaurant - Section Lunch Meeting	22	Expenditures - Meetings		\$ (466.81)	\$ 13,192.09
05-Nov-2009	517	Reimbursement - Craig Watts - Web Address Renewal	22	Expenditures - Meetings		\$ (34.99)	\$ 13,157.10
05-Nov-2009		Deposit - Section Dues received from ITE National	10	Income - Membership Dues	\$ 60.00		\$ 13,217.10
05-Nov-2009		Deposit - Receipts from Section Lunch Meeting	11	Income - Meetings	\$ 472.50		\$ 13,689.60
03-Dec-2009		Expenditure - Ck Card: El Pinto Restaurant - Section Lunch Meeting	22	Expenditures - Meetings		\$ (734.14)	\$ 12,955.46
08-Dec-2009		Deposit - Receipts from Section Lunch Meeting	11	Income - Meetings	\$ 525.50		\$ 13,480.96
08-Dec-2009		Deposit - Donation from Section Lunch Meeting	17	Income - Other - Donations	\$ 0.15		\$ 13,481.11
06-Jan-2009		Deposit - Receipts from 47th Paving and Transportation Conference	14	Income - Other - ITE Social	\$ 4,200.00		\$ 17,681.11
21-Jan-2010		Expenditure - CK Card: DJ's Deli: Officer's Lunch Meeting	22	Expenditures - Meetings		\$ (32.01)	\$ 17,649.10
22-Jan-2010	531	Expenditure - Directory Cover Reward	28	Expenditures - Other - Directory		\$ (100.00)	\$ 17,549.10
22-Jan-2010	532	Expenditure - Directory Cover Reward	28	Expenditures - Other - Directory		\$ (100.00)	\$ 17,449.10

Account Ledger (continued)

Date	Item		Category	Credits	Debits	Balance	Note	
	Ck. No.	Cat. No.						
04-Feb-2010	533	Expenditure - El Pinto Restaurant - Section Lunch Meeting	22	Expenditures - Meetings		\$ (795.31)	\$ 16,653.79	
04-Feb-2010		Deposit - Receipts from Section Lunch Meeting	11	Income - Meetings	\$ 735.00		\$ 17,388.79	
04-Feb-2010		DEPOSIT CORR/ADJ FEE	32	Expenditures - Other - Returned Items (Bank)		\$ (52.50)	\$ 17,336.29	2 missing checks in dep. Garcia and Roybal, reissued and deposited on
08-Feb-2010		Deposit - Directory Ads	13	Income - Advertising	\$ 125.00		\$ 17,461.29	
04-Mar-2010		Expenditure - Ck Card: El Pinto Restaurant - Section Lunch Meeting	22	Expenditures - Meetings		\$ (778.02)	\$ 16,683.27	
04-Mar-2010	519	Expenditure - ITE Social - 2010 Paving Conference	25	Expenditures - Other - ITE Social		\$ (2,108.70)	\$ 14,574.57	
05-Mar-2010		Deposit - Receipts from Section Lunch Meeting	11	Income - Meetings	\$ 752.50		\$ 15,327.07	
05-Mar-2010		Deposit - Receipts from Section Lunch Meeting	11	Income - Meetings	\$ 35.00		\$ 15,362.07	Reissued Garcia check from Feb Luncheon
10-Mar-2010		Deposit - Directory Ads	13	Income - Advertising	\$ 200.00		\$ 15,562.07	112491
10-Mar-2010		Deposit - Directory Ads	13	Income - Advertising	\$ 125.00		\$ 15,687.07	984949



ITE NEW MEXICO SECTION TRAVEL REIMBURSEMENT POLICY

- I. The New Mexico Section of the Institute of Transportation Engineers recognizes that its effective operation and coordination with the Western District leadership requires that its President or designee travel to certain meetings as part of their duties. The Section also recognizes that requiring this individual or their employer to pay for the cost of this essential travel would limit the opportunity for some Section members to seek elective office.
- II. It is the policy of the ITE New Mexico Section to reimburse travel expenses not to exceed \$500 per year, per the conditions of this policy, for the President or his/her designee to attend the Western District Annual Meeting and/or the Western District Mid-Year Board Meeting.
- III. Should the President be unable to attend a District Meeting on behalf of the New Mexico Section, he/she may appoint a designee to attend in his/her place. The order of preference for the assignment of a designee shall be: the Vice President, the Secretary/Treasurer, the immediate Past President, or another current ITE Member in the New Mexico Section actively involved in committee or special project work for the Section.
- IV. At least two months prior to the planned meeting attendance, the President shall communicate to the Section his/her intent to receive travel reimbursement, or designating an alternate Section representative to receive travel reimbursement. Upon verification by the Secretary-Treasurer that the Section has sufficient funds to cover the proposed expenses, a motion may be made at a general meeting of the Section to vote on the approval of said expenses.
- V. Allowable travel expenses under this policy include airfare, rental car, personal vehicle mileage at the current IRS rate, and/or other transportation, and lodging.
- VI. Travel expenses reimbursable under this policy specifically exclude the cost of meeting registration.
- VII. The reimbursement of travel expenses described above assumes that the member has traveled to serve primarily on behalf of the New Mexico Section. If the member is also performing activities in support of their employer or other entities, the member will submit no more than a correspondingly appropriate proportional share of travel expenses for reimbursement by the New Mexico Section.
- VIII. International ITE and the ITE Western District are responsible for expenses associated with travel by New Mexico Section members serving as elected officers or committee chairs at the International or District level, subject to the travel reimbursement policies for each. As such, the New Mexico Section will not reimburse travel expenses for any International or Western District officers or chairs who receive travel expense reimbursement from International ITE or the ITE Western District for the same meeting.

- IX. The President or his/her designee shall provide a report to the membership on discussions and business from the meeting.
- X. Within sixty days of the meeting attendance, the President or his/her designee shall submit to the New Mexico Section Secretary-Treasurer an appropriate Travel/Expense Reimbursement Request form and appropriate receipts for travel expenses. Allowable expenses will be promptly reimbursed by the Secretary-Treasurer.