

**Department of Administration
Policy and Procedure
Policy 2.6.2**

Effective: March 1, 2022
Approved: Laura E. Freed, Director



POLICY Travel and Per Diem Policy

PURPOSE

This policy is intended to establish procedures and provide guidance to Department of Administration employees regarding accurately requesting, approving, monitoring, and reporting of all travel and per diem.

AUTHORITY & REFERENCES

State Administrative Manual (SAM) 0200; SAM 0204; SAM 0206; SAM 0208; SAM 0210; SAM 0212; SAM 0214; SAM 0216; SAM 0218; SAM 0220; SAM 0222; SAM 0224; SAM 0226; SAM 0228; SAM 0230; SAM 0232; SAM 0234; SAM 0236; SAM 0238 and Nevada Revised Statutes (NRS) 281.160; NRS 281.174

POLICY

It is the policy of the Department of Administration to allow travel when there is a valid business purpose and other methods to accomplish that purpose, such as video conferencing, have been evaluated and determined to be ineffective or insufficient. Employees and supervisors are expected to be familiar with these policies prior to travel and follow the procedures set forth in this policy for requesting, approving, monitoring, and reporting of all travel and per diem.

SCOPE

This policy applies to all employees working under the authority of, or within the Department of Administration.

DEFINITIONS

CONUS – Federal abbreviation for Continental United States (All attached states in the North American Continent) The acronym is frequently used to refer to the annually set travel reimbursement rate for certain areas.

GSA – United States General Services Administration. The GSA is used to determine per diem reimbursement rates for geographic areas for Lodging and M&IE. The rates are subject to change each federal fiscal year October 1, - September 30, and are published online.

<http://www.gsa.gov/portal/category/100120>

M&IE – Meals and Incidental Expenses.

Per Diem – the allowance each day for lodging, meals and incidental expenses; for normal travel to one destination, the round trip per diem is the amount equivalent to that destination. (Alterations may be made for multiple purpose/meeting destinations within travel status). For

example, if traveling to Las Vegas from Reno, the per diem will be according to the Las Vegas GSA rates.

Travel Status – the employee is on public business away from the office, within the state or outside of the state, at least 50 miles outside the municipality in which the employee's duty station is located. For reimbursement purposes, travel of at least 50 miles (one way) away from the official duty station qualifies for meals and overnight lodging. Travel begins and ends at the duty station unless the employee has been approved to leave from home if it is closest to the destination.

ASD – Administrative Services Division. Providing fiscal management and support for all divisions under the Department of Administration. Responsible for budgetary review and tracking of travel requests and travel reimbursement claims for all employees working under the authority of, or within the Department of Administration.

RESPONSIBILITY

A. Employees are responsible for:

1. Utilizing other means of conducting business (e.g. teleconference, videoconference, email) before travel is considered.
2. Submitting in-state travel requests 15 business days prior to the commencement of travel and out-of-state travel requests 30 business days prior to the commencement of travel ***unless prohibited by exceptional circumstances, in which case additional time will be allowed upon written approval by the division administrator.***
3. Ensuring that conference/seminar agendas, GSA rate schedules, and other required receipts and materials are attached to pre-approval requests and travel claims.
4. Ensuring travel status timeframes noted on classified employees' Travel Expense Reimbursement Claim form matches their NEATS timesheet for the pay period travel is experienced, if time is worked outside of the employee's normal schedule.
5. Submitting Travel Expense Reimbursement Claim forms to their supervisor:
 - a. Within 5 business days of travel completion if a travel advance was paid – see Section "N" below
 - b. Within 5 business days of travel completion if a state sponsored credit card was used for state travel expenses (per SAM 0226)
 - c. Within 15 business days of travel completion if no travel advance was paid, or
 - d. Monthly for mileage reimbursement;***unless prohibited by exceptional circumstances, in which case additional time will be allowed upon written approval by the division administrator.***
6. Following travel guidelines as outlined in the State Administrative Manual (SAM) and adhering to the guidelines set forth in this policy.
7. Understanding that no travel reservations or commitments should be made without obtaining travel pre-approval and verification of budgetary authority.
8. Following the department's Leave and Overtime Policy for when the employee becomes ill while traveling on department business.
9. Notifying ASD about the cancelation or re-scheduling of travel as soon as the employee becomes aware of it.
10. Understanding that not adhering to the travel policy may result in not traveling or not being reimbursed.

B. Supervisors and/or Division Administrators are responsible for:

1. Following travel guidelines as outlined in the State Administrative Manual (SAM) and the department's Travel and Per Diem Policy to ensure compliance.
2. Approving or denying in-state and out-of-state travel request forms in a timely manner and forwarding the forms and supporting documentation to ASD for verification of budgetary authority within 2 business days of receipt from the employee.
3. Verifying and approving travel expense reimbursement claims and forwarding the forms and supporting documentation to ASD for processing within 2 business days of receipt from the employee.
4. Ensuring that a classified employee's timesheet reflects the same travel status information as noted on the Travel Expense Reimbursement Claim form if time is worked outside of the employee's normal schedule. This is important for auditing and Workers' Compensation reasons.
5. Ensuring that employees understand that no travel reservations or commitments should be made without obtaining travel pre-approval and verification of budgetary authority.

C. Division Administrators are responsible for:

1. Ensuring that their division complies with this policy.

D. Administrative Services Division (ASD) or designee is responsible for:

1. Verifying budget authority for the intended travel within 2 business days of receipt of the pre-approval travel request form by:
 - a. For in-state travel, notifying the division of approval or denial in writing documented by the signed travel request form.
 - b. For out-of-state travel, forwarding out-of-state travel requests to the department director (or designee) for approval.
2. Ensuring travel requests or claims do not contain errors and contain the required information. **IMPORTANT:** Failure to submit proper documentation may cause delay in the time it takes ASD to process the travel request.
3. Tracking all pre-approved travel transactions (pending, projected, and paid) and monitoring budgetary travel authority.
4. Timely follow up on travel claims:
 - a. Within 5 business days of return from a travel that the employee received a travel advance for and/or used a state sponsored credit card.
 - b. Within 15 business days of return from any other business travel.

PROCEDURES:

A. **In-State Travel**

Before traveling in-state, a travel request form with an attached Estimated Travel Costs worksheet must be completed, approved by the employee's supervisor and the division administrator or designee, and forwarded to ASD. ASD will verify budget authority and notify the division in writing about approval or denial of the intended travel. All travel arrangements should only be made after budget approval has been received. A revised travel request form should be submitted if travel costs exceed previously approved amounts. Note: Without prior travel approval, documented by the signed travel request form and approved by the ASD or their designee, no travel reimbursement will be processed, and the employee may be responsible for all costs of travel. Travel claims

in excess of approved travel requests will not be reimbursed and must be paid by the traveler.

1. All in-state travel requests requiring airfare or mileage 50 miles or more (one way) must be submitted to the traveler's supervisor for approval 15 business days prior to the event. If exceptional circumstances prohibit the timely submission of the travel request, the Exception on Travel Request Submission form needs to be filled out and approved by the division administrator. Travel requests need to include appropriate backup documentation and justification, such as GSA rate schedules, conference/seminar agendas and itineraries, meeting schedules, airfare estimates and transportation cost estimates. After approval, ASD will retain the travel request form and supporting documents and provide a copy of the approved/denied request to the division and/or traveler.
2. Travel reimbursement claims are to be made on the Travel Expense Reimbursement Claim form provided as part of the department's travel instructions. The form needs to be completed in its entirety and must be signed by the employee and their supervisor (or designee) before it is delivered to ASD for payment processing. If exceptional circumstances prohibit the timely submission of the travel claim, the Exception on Travel Claim Submission form needs to be filled out and approved by the division administrator. Receipts for actual expenses, such as lodging, transportation, parking and other fees, must accompany the claim. Maps, documenting the entire route, need to be provided if mileage reimbursement is claimed. ASD will review the claim for accuracy, match/attach the appropriate travel request and supporting documentation (if applicable) and process payment to the traveler. The division and/or traveler is provided with a copy of the processed travel claim form.
3. In-State Travel Supporting Documentation

Description	Receipts Required	Rates
Breakfast	No	Refer to GSA rate table & hours and conditions below, provide GSA rate sheet to ASD
Lunch	No	Refer to GSA rate table & hours and conditions below, provide GSA rate sheet to ASD
Dinner	No	Refer to GSA rate table & hours and conditions below, provide GSA rate sheet to ASD
Lodging	Yes	Refer to GSA rate table – provide receipt with zero balance
Incidentals	No	Refer to GSA rate table
Transportation (parking, taxi, subway/bus, etc.)	Yes	Reasonable cost with receipt
Mileage (state's convenience) – based on federal income tax rate.	No	Refer to Policy Directives section of the Dept. of Admin website, provide detailed maps to ASD
Mileage (employee's convenience) – based on federal income tax rate.	No	Refer to Policy Directives section of the Dept. of Admin website, provide detailed maps to ASD
IMPORTANT	TO	REMEMBER
Travel Requests	Utilize forms from Excel Travel Workbook	Submit to supervisor 15 business days prior to departure
Travel Reimbursement Claims	Utilize forms from Excel Travel Workbook	Submit to supervisor: a. Within 5 business days of travel completion if a travel advance was paid b. Within 5 business days of travel completion if a state sponsored credit card was used for state travel expenses (per SAM 0226) c. Within 15 business days of travel completion if no travel advance was paid, or d. Monthly for mileage reimbursement;

REMINDER: Receipts for lodging must be obtained from the front desk at the time of checkout and must reflect a \$0.00 (zero) balance. Parking expense receipts and any other required receipts must be attached to your Travel Expense Reimbursement Claim form before it can be processed for payment. Additionally, Travel Expense Reimbursement Claim forms must clearly outline times, locations, and purpose of travel. Finally, the Travel Expense Reimbursement Claim form must be approved by the traveler's supervisor prior to submission for reimbursement.

B. Out-of-State Travel

Before traveling out-of-state, a travel request form with an attached Estimated Travel Costs worksheet and an Out-of-State Travel Request Justification worksheet outlining travel costs must be completed and be approved by the employee's supervisor and the division administrator or designee. ASD (or designee) will verify budget authority and then forward EVERY out-of-state travel request to the department's Director's Office for approval by the director (or designee). A revised travel request form should be submitted if travel costs exceed previously approved amounts. *Note: Without prior travel approval, documented by the signed travel request form and approved by the ASD or their designee, no travel reimbursement will be processed, and the employee may be responsible for all costs of travel.* Travel claims in excess of approved travel requests will not be reimbursed and must be paid by the traveler.

1. All out-of-state travel requests must be submitted to the traveler's supervisor for approval no later than 30 business days prior to the event. If exceptional circumstances prohibit the timely submission of the travel request, the Exception on Travel Request Submission form needs to be filled out and approved by the division administrator. Travel requests need to include appropriate backup documentation and justification, such as GSA rate schedules, conference/seminar agendas and itineraries, meeting schedules, airfare estimates and transportation cost estimates. After review and budget approval, ASD will forward the travel request form and all pertaining backup documentation and justifications to the Department of Administration Director's Office for approval by the director (or designee). The Director's Office will return requests to ASD within 3 business days of receipt. After approval/denial, ASD will retain the form and provide a copy of the out-of-state travel request to the division and/or traveler.
2. Travel reimbursement claims are to be made on the Travel Expense Reimbursement Claim form provided as part of the department's travel instructions. The form needs to be completed in its entirety and has to be signed by the employee and their supervisor (or designee) before it is delivered to ASD for payment processing. If exceptional circumstances prohibit the timely submission of the travel claim, the Exception on Travel Claim Submission form needs to be filled out and approved by the division administrator. Receipts for actual expenses, such as lodging, transportation, parking and other fees, must accompany the claim. Maps, documenting the entire route, need to be provided if mileage reimbursement is claimed. ASD will review the claim for accuracy, match/attach the appropriate travel request and supporting documentation (if applicable) and process payment to the traveler. The division and/or traveler is provided with a copy of the processed Travel Claim form.

3. Out-of-State Travel Supporting Documentation

Description	Receipts Required	Rates
Breakfast	No	Refer to GSA rate table & hours and conditions below, provide GSA rate sheet to ASD
Lunch	No	Refer to GSA rate table & hours and conditions below, provide GSA rate sheet to ASD
Dinner	No	Refer to GSA rate table & hours and conditions below, provide GSA rate sheet to ASD
Lodging	Yes	Refer to GSA rate table – provide receipt with zero balance
Incidentals	No	Refer to GSA rate table
Transportation (parking, taxi, subway/bus, etc.)	Yes	Reasonable cost with receipt
Mileage (state's convenience) – based on federal income tax rate.	No	Refer to Policy Directives section of the Dept. of Admin website, provide detailed maps to ASD
Mileage (employee's convenience) – based on federal income tax rate.	No	Refer to Policy Directives section of the Dept. of Admin website, provide detailed maps to ASD
IMPORTANT	TO	REMEMBER
Travel Requests	Utilize forms from Excel Travel Workbook	Submit to supervisor 30 business days prior to departure
Travel Reimbursement Claims	Utilize forms from Excel Travel Workbook	Submit to supervisor: a. Within 5 business days of travel completion if a travel advance was paid b. Within 5 business days of travel completion if a state sponsored credit card was used for state travel expenses (per SAM 0226) c. Within 15 business days of travel completion if no travel advance was paid, or d. Monthly for mileage reimbursement;

REMINDER: Receipts for lodging must be obtained from the front desk at the time of checkout and reflect a \$0.00 (zero) balance. Travel Expense Reimbursement Claim forms must clearly outline times, locations, and purpose of travel. Finally, the Travel Expense Reimbursement Claim form must be approved by the traveler's supervisor prior to submission for reimbursement.

4. An employee whose out-of-state trip is funded in part or in whole by an outside entity or organization must still receive travel approval from the department director (or designee). In addition, the employee must submit an itemized cost list report and abide by the Nevada state per diem reimbursement rates when requesting reimbursement. Travel claims must only request reimbursement of the unreimbursed portion of travel costs incurred.

C. Compensation for Traveling

Classified employees are required to submit an estimate of hours to be flexed, paid in comp time, and/or paid in overtime prior to travel. Supervisors and/or division administrators will consider resulting fiscal and staffing impacts as basis for approval or denial of the travel. Overtime should be minimized to the extent possible, by scheduling considerations and the use of flextime when possible. Questions regarding compensable time should be directed to the ASD pay clerk.

D. Overnight Lodging within 50 Miles of Principle Work Station

Prior to travel, or as a result of an emergency, overnight lodging within 50 miles of the employee's official duty station may be granted. A written request must accompany the travel request form, explaining the necessity of the stay, to the division administrator or

director. Approval must be granted by the division administrator and/or the director. In the case of an emergency, while in travel status, written approval can be provided after the fact, as back up to the verbal or telecommunicated approval from the division administrator or director.

E. Room/Airline Reservations

It is the Board of Examiners' policy that travel should be by the least expensive method available when such factors as total travel time, salary of traveler, availability of agency vehicles or fleet services vehicles, and costs of transportation are considered. Reservations should be made directly with a hotel whenever possible. Reservations made using internet travel websites, where cancellation fees are assessed, may result in unreimbursed costs to the employee.

State agencies travelling between Reno and Las Vegas are to use the Southwest Airlines corporate internet booking tool, SWABIZ (SAM 0212). For out-of-state airfare the lowest possible airfare should be utilized to reduce travel expenditures. All related costs, including employee salary for extended travel hours should also be considered when arranging airline reservations.

F. Reimbursement Rate

The rate of reimbursement for lodging, meals, and incidentals must be compliant with the Federal government's GSA rate based on travel destination and SAM Section 0210. The GSA Per Diem rates can be found via the following link: <http://www.gsa.gov/portal/content/104877>

1. If the GSA website does not recognize the destination county/city, the rate defaults to the standard CONUS rates for lodging, meals, and incidentals (M&IE). Refer to this link for current M&IE CONUS rates: <http://www.gsa.gov/portal/content/242627>
2. The GSA hotel rates are the maximum allowable rate in most circumstances. SAM 210 allows for adjustments when the conference rate exceeds the GSA rate. In this case, the division administrator (or designee) will provide written approval and justification, which will be reviewed for appropriateness and approved/denied by ASD (or designee) prior to the intended travel. It is expected that employees will use safe and clean hotels at less than the GSA rates whenever available.

G. Hours and Conditions for Claiming Meals

1. Per diem for meals may be claimed when employees are required to be at least 50 miles (one way) from their duty station. Meal per diem timeframes are noted below:
 - Breakfast: Employee departs before 7:00 a.m. and/or returns after 9:00 a.m.
 - Lunch: Employee departs before 11:30 a.m. and/or returns after 1:00 p.m.
 - Dinner: Employee departs before 5:30 p.m. and/or returns after 7:00 p.m.
2. Per diem reimbursements for meals are not allowed when meals are served in-flight as part of airfare or included in conference or registration fees (other than if continental breakfasts are offered).
3. An employee may voluntarily claim amounts less than the established rates. When attending conferences or seminars, a copy of the agenda must be submitted with the Travel Expense Reimbursement Claim form before meals can be reimbursed.

4. Any special dietary needs that affect the application of these meal reimbursement policies for conferences/seminars must be declared on the Travel Request form prior to traveling.

H. Incidentals

Incidentals are permitted at the current GSA per diem rate for miscellaneous travel expenses. These expenses are typically cash expenditures for luggage carts, metered parking, subway/bus use, toll charges and tips. Incidental costs in excess of the current GSA per diem rate will be reimbursed if receipts are provided. Tips are reimbursable up to 15% of the original charge and must be clearly identified on a receipt. Tips on meals are not considered incidentals.

Incidentals are incurred for every day that the employee is in travel status per the definition of this policy, regardless if the business travel includes an overnight stay or not.

I. Other Business-Related Reimbursable Expenses

Receipts are required for reimbursement. Refer to SAM 0218 Travel for a complete description of these reimbursable expenses.

J. Combining State Business with Personal Travel

Employees combining in-state travel with personal travel must submit a written request, clearly outlining the entire travel itinerary for approval by their supervisor and the division administrator or designee. Additionally, in cases of out-of-state travel, the request must be approved by the department director. The employee must have written approval from the appropriate management level before traveling and the "Travel Expense Reimbursement Claim" form must clearly demonstrate that the costs borne by the state are not increased due to personal travel. The employee is responsible for any increasing costs related to combining the state travel with personal travel.

K. Mileage Reimbursement

When an employee uses his/her personal vehicle for the state's convenience he/she will be reimbursed at the current standard mileage reimbursement rate. Any employee requesting mileage for use of his or her personal vehicle shall only be compensated for miles driven in excess of his or her normal commute. Normal commute is defined as the distance between the employee's residence and the employee's official duty station.

L. Employee's Convenience

If the employee opts to take personal transportation versus other options made available by the state (i.e. motor pool, airfare) and the cost to use the personal transportation (calculated using current standard mileage rate) is more expensive, the employee will be reimbursed at a rate one-half the standard mileage rate.

M. Fleet Services Vehicles

Per SAM 0216, the Fleet Services Division must be used for all in-state motor vehicle travel when an agency car is not available. State employees, board members, and contract workers or volunteers must adhere to SAM 1409 when operating a state vehicle. Daily vehicle rates and their respective mileage are on the Fleet Services Division webpage at this link: http://motorpool.nv.gov/General_Info/Rates/

1. If a vehicle is needed, the approved Fleet Services rental form must be submitted to Fleet Services. The traveler should check with their supervisor on internal procedures for ordering a vehicle.
2. Rental cars may only be rented from agencies with which the state has agreements. This

information can be found on the State Purchasing Division website <http://purchasing.nv.gov/>.

3. Optional rental car products, such as Personal Accident Insurance, Peace of Mind, Loss Damage Waiver, Roadside Service Protection, National Protection Plus, Car Glass Upgrade, GPS Equipment or Collision Damage Waivers may be purchased but **will be the sole responsibility of the traveler** and will not be reimbursed by the division or department.

N. **Travel Advances**

In the event an advance is not available through the use of the state sponsored credit card, a state employee may be advanced money to cover anticipated travel expenses from the agency budget account at the discretion of the agency or, in the case of a temporary budget restriction, the Budget Director (SAM 0222). Travel advances are not available for independent contractors.

1. A travel advance is available for any normal reimbursable out-of-pocket expense expected to be incurred by the traveler, including but not limited to: per diem; incidental expenses; ground transportation; tolls; and parking. Travel advances will be paid up to a maximum of 80% of the total travel request, less airfare and registration costs (if applicable).
2. Travel advances must be requested in writing, approved by the division administrator or their designee, and approved for budget authority by ASD. To request an advance, the employee **must** submit a Request for Travel Advance form along with the initial Travel Request form and obtain required approvals on both forms.
3. Travel advances will be provided by ASD no sooner than 7 business days prior to travel.
4. Travel claims requesting reimbursement for travel for which the employee received an advance must be submitted within 5 business days of travel completion.
5. Travel advances constitute a lien upon the accrued wages of the requesting employee (NRS 281.172, 281.173). The employee must reimburse the state for any travel advance that is more than the employee's submitted claim for travel. In these instances, the employee shall submit to ASD a check or money order made out to the "State of Nevada". Cash will not be accepted.

O. **State Facilitated Charge Card**

Per SAM 0224, the state sponsored credit card is for official state travel only and should be used to pay for travel related expenses. The payment of the credit card bill is the responsibility of the individual to whom the card is issued and payment in full is due monthly. If a state sponsored credit card bill is not paid timely, NRS 281.1745 authorizes the state to withhold from an employee's paycheck the amount required to pay any delinquent balance. **IMPORTANT: Use of these cards for personal expenses is prohibited!**

P. **Employees Traveling as Members of Non-State Agencies**

State employees traveling as a member of an official non-state advisory board or similar body must provide a written statement for approval by the department director explaining the reason for the travel, how it applies to state business, and who will be responsible for the costs. The travel costs should be paid by the non-state agency if possible. If the costs are to be reimbursed by the state, state travel policies must be followed.

Q. **Travel of Non-State Employees**

Non-state employees traveling on behalf of the State of Nevada must adhere to the same regulations and policies as state employees. Travel costs for independent

contractors must either be included as part of the contract or disallowed.

R. Traveling Outside of Authorized Budget Account

All travel expenses of state employees will be charged to the budget account through which the employee's salary and travel expenses are funded. However, if another state agency's employee will incur travel expenses as a result of providing services for an agency under the Department of Administration, the director or administrator of the other state agency must request in writing to have the employee's expenses paid by one of the Department of Administration's budget accounts. The written request must be submitted to ASD at least 15 business days in advance, to ensure proper review and budgetary approval. After the initial review, ASD will forward the request to the Director's Office for written approval by the director or their designee.

S. Moving Reimbursement

It is the policy of the Department to authorize reimbursement of reasonable moving expenses as authorized by SAM 0200 and NRS 281.167. Preapproval and reimbursement requests must be submitted by a Division Administrator for approval by the Department Director and the Governor's Finance Office.

1. The Department may authorize reimbursement of actual costs incurred, not to exceed the rates and allowances established by GSA, for the moving, storing, and transit insurance of household goods by common carrier, rental truck or trailer, and mobile home.
2. The Department may authorize reimbursement of mileage and per diem expenses as authorized by SAM and NRS at the rates established by GSA for relocation.

T. Special Circumstances and Notes

1. The use of private aircraft for employee travel is prohibited.
2. Employees and officers traveling on state business are not allowed to claim reimbursement for lodging, meals and incidentals while camping inside or outside of established campgrounds.
3. Employees requesting travel and making commitments prior to receiving all approvals will be responsible for the cost of all cancellation fees or charges in the event the trip is not approved, or any part of the request is not approved. (i.e. excessive room charges, cancellation charges from travel websites such as Expedia, etc.).
4. When air travel is required, airline reservations should be made as soon as all necessary approvals are received to ensure the lowest possible rates. Travel must be by the least expensive means possible. "Early Bird Check-in" on Southwest Airlines is not a reimbursable expense. Employees are responsible for any additional checked baggage fees over the first checked bag. Expenditures for TSA Pre-Check or all other expedited security clearances are not reimbursable.

U. Policy Exception

On occasion there are special circumstances that may require an exception to this policy be granted. Exceptions, while not common, require the approval of the division administrator and department director.

This policy is not a substitute for relevant law or regulation, nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with federal regulations, state law, and the rules for personnel administration (NRS & NAC 284 and SAM).