

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
POLICY STATEMENT
ON
TRAVEL AND PER DIEM POLICY**

Policy 2.6.1

Effective: 11/26/2013
Revision: N/A

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 0210; SAM 0212; SAM 0214; SAM 0217; SAM 0230; SAM 0232; SAM 0234; and Nevada Revised Statutes (NRS) 281.160; NRS 281.174; NRS 360.140, NRS 360.200, and NRS 360.270.

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. 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.

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 and Out-Of-State Travel Request Forms within Travel and Per Diem Policy time frames.
 3. Ensuring that conference/seminar agendas, GSA rate schedules, and other required receipts and materials are attached to prior 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 within 15 working days of travel completion or monthly for mileage reimbursement, unless prohibited by exceptional circumstances.

6. Following travel guidelines as outlined in the State Administrative Manual (SAM) and adhering to the guidelines set forth in this policy.
7. All costs 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. travel booking websites such as Expedia, excessive room charges when the employees request travel, and making financial commitments prior to approvals being granted).
8. Referring to the Department's Leave and Overtime Policy for when the employee becomes ill while traveling on department business.

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, verifying budget authority, and verifying and approving travel expense reimbursement claims.
3. 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.
4. Ensuring that no travel reservations or commitments should be made without all proper prior approvals.

C. Division Administrators are responsible for:

1. Ensuring that their division complies with this policy.

D. Administrative Services Division is responsible for:

1. Providing a summary of available travel funds to Division Administrators to allow a timely assessment of whether funds exist to meet travel costs.

PROCEDURES:

A. 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 200. The GSA rates can be found via the following link: <http://gsa.gov/portal/category/21286>

1. If the GSA website does not recognize the county/city that you will be traveling to the rate defaults to the standard CONUS rates for lodging, meals, and incidentals (M&IE). See above Internet link for current CONUS rates.
2. The GSA hotel rates are the maximum allowable rate in most circumstances. SAM 200 allows for adjustments when the conference rate exceeds the GSA rate. It is expected that employees will use safe and clean hotels at less than the GSA rates when they are available. The best example is travel to Las Vegas; there are many reasonable options at less than the GSA approved rate when traveling to Las Vegas.

B. In-State Travel Requests

Before traveling in-state, a Travel Request form must be completed and approved by the employee's supervisor and/or the appropriate Division Administrator. Prior to approval, budget authority must be verified at the Division/Departmental level, to ensure funds are available for travel.

1. **All In-State Travel Request Forms requiring airfare or mileage 50 miles or more one way should be submitted for approval 15 working days when possible prior to the event.** After approval, the original Travel Request Form must be submitted to ASD and a copy should be attached to the employee's original Travel Expense Reimbursement Claim form.
2. **Additionally, the current GSA rate table must be attached to the claim form.** Please remit all travel documents to ASD for payment processing. A copy of this paperwork should be retained by the division/section requesting the travel.

3. In-State Travel Per Diem Rates (SAM 0212.0)

Description	Receipts Required	Rates
Breakfast	No	Refer to GSA rate table & Hours and Conditions below
Lunch	No	Refer to GSA rate table & Hours and Conditions below
Dinner	No	Refer to GSA rate table & Hours and Conditions below
Lodging (Weekdays)	Yes	Refer to GSA rate table
Lodging (Weekends-Friday and Saturday) – See Note below	Yes	Refer to GSA rate table
Incidentals - (<u>Overnight Travel Only</u>)	No	Refer to GSA rate table
Transportation (parking, taxi, subway/bus, etc.)	Yes	Reasonable cost with original receipt
Mileage (State's Convenience) – Based on Federal Income Tax Rate. (See Department of Administration's All Agency Memo webpage for current mileage information.)	No	Refer to the Policy Directives section of the Dept. of Admin., Budget Division website
Mileage (Employee's Convenience) – Based on Federal Income Tax Rate. (See Department of Administration's All Agency Memo webpage for current mileage information.)	No	Refer to the Policy Directives section of the Dept. of Admin., Budget Division website

REMINDER: Receipts for lodging must be obtained from the front desk at the time of checkout and must reflect a \$0.00 balance, parking, 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 your supervisor prior to submission for reimbursement.

C. Out-of-State Travel Requests

Before traveling out of state, a Travel Request Form with an attached Estimated Travel Costs worksheet and Out of State Travel Request Justification worksheet outlining travel costs must be completed and approved by the appropriate authority. Prior to submitting the request for approval, budget authority must be verified at the budget account level to ensure funds are available for travel. Approval for Division employees can be granted by Division Administrators or their designee. Approval for Administrators can be granted by a Department Deputy Director or the Director. Approval for Deputy Directors can be granted by the Director.

1. **All Out-Of-State Travel requests should be submitted for approval no later than 30 working days prior to the event.** After approval, the original Travel Request Form must be submitted to ASD and a copy must be attached to the employee's original Travel Expense Reimbursement Claim form.
2. **Additionally, the current GSA rate table must be attached to the claim form.** Remit all travel documents to ASD, Accounting Section for payment processing. A copy of this paperwork should be retained by the division/section requesting the travel.

3. Out-of-State Per Diem Rates (SAM 0214)

Description	Receipts Required	Rates
Breakfast	No	Refer to GSA rate table & Hours and Conditions below
Lunch	No	Refer to GSA rate table & Hours and Conditions below
Dinner	No	Refer to GSA rate table & Hours and Conditions below
Lodging	Yes	Refer to GSA rate table
Incidentals - (<u>Overnight Travel Only</u>)	No	Refer to GSA rate table
Transportation (parking, taxi, subway/bus, etc.)	Yes	Reasonable cost with original receipt
Mileage (State's Convenience) – Based on Federal Income Tax Rate. (See Department of Administration's Policy Directive webpage for current mileage information)	No	Refer to the Policy Directives section of the Dept. of Admin., Budget Division website
Mileage (Employee's Convenience) – Based on Federal Income Tax Rate. (See Department of Administration's Policy Directive webpage for current mileage information)	No	Refer to the Policy Directives section of the Dept. of Admin., Budget Division website

REMINDER: Receipts for lodging must be obtained from the front desk at the time of checkout and reflect a \$0.00 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 your supervisor prior to submission for reimbursement.

4. 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. Lodging Rates in Excess of GSA/CONUS rate

Upon prior approval by the Director or his/her designee, lodging rates in excess of the GSA/CONUS rate for In-State and Out-of-State travel may be granted if certain criteria are met as outlined in SAM.

E. Overnight Lodging within 50 Miles of Principal Work Station

Prior to travel, or as a result of an emergency, overnight lodging within 50 miles of the employee's principal work station may be granted. A written request explaining the necessity of the stay must be provided to the Division Administrator with approval granted by both the Division Administrator and 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.

F. 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 cars or Fleet Services cars, and costs of transportation are considered. Reservations should be made directly with a hotel whenever possible by phone or internet. Reservations made using internet travel websites, where cancellation fees are assessed may result in unreimbursed costs to the employee. You may not be reimbursed for these fees. For in-state airfare, Southwest's SWABIZ (Internet booking tool) must be utilized. (SAM 0216) 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.

G. Other Business-related Reimbursable Expenses

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

H. 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 6:00 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.

I. Incidentals

Reimbursement for incidentals will occur only when travel consists of an overnight stay.

J. Combining State Business with Personal Travel

Employees combining State travel with personal travel must submit a written request for approval to the Division Administrator or his/her designee as part of the travel approval process. The employee must have written approval from the Division Administrator or his/her designee 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 **MUST** bear any 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. In the event an employee does not report to their duty station before going directly to a scheduled meeting, audit, etc., the amount of mileage that is reimbursable is only the mileage over and above the employee's normal commute total from their principal residence to their 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 Rates

Daily rates apply on a 24-hour basis. State employees, board members, and contract workers or volunteers may operate a State vehicle with the authorization of the hiring agency head prior to vehicle use (SAM 1410). Daily Vehicle rates and their respective mileage are on the Department of Administration website.

N. Travel Advances

Travel advances may be acquired by using your State facilitated charge card at an ATM machine.

Charge card obtained cash advances are subject to the following restrictions (SAM 0232):

1. One travel advance per week may be drawn, with a maximum limit of \$200 and a minimum limit of \$40. If travel requires an advance to exceed the \$200 maximum approval must be obtained by a Division Administrator and the Director through a written statement describing the reason. ATM fees for card usage will be paid by the State, with a ceiling of \$3 per ATM use plus the \$4 charge that will appear on your statement. ATM machine receipts are required for reimbursement.
2. The maximum withdrawal per advance should be limited to one (1) per authorized trip. The cash advance is available for any normal, reimbursable out-of-pocket expense incurred by the traveler which includes, but is not limited to, meals per diem, ground transportation, tolls and parking. Circumstances may dictate, however, that a travelling employee is required to obtain an additional cash advance from an ATM in order to pay for an unexpected out of pocket expense, e.g., hotel room expense. Such exceptions will be considered on a case-by-case basis by the travelling employee's agency.
3. The Director of the Department of Administration may determine on a case-by-case basis, whether exigent circumstances permit deviation from these regulations.

The employee may be advanced money to cover anticipated travel expenses from the agency (SAM 0226):

1. Those employees needing to travel that do not have a State facilitated charge card or personal credit card to utilize for reservations and expenses, should contact their supervisors.
2. Agency budget travel advances are for employees that desire such an advance and do not have a State Travel Card authorized by the department. Travel Advances are processed by the employee and or employee's Travel/Training Coordinator only after the hotel, class enrollment, flight schedules, etc. are booked and is the last step in processing a Travel/Training Request.
3. A Travel Advance is available for airfare, lodging, and any normal reimbursable out-of-pocket expense expected to be incurred by the traveler, which includes but is not limited to, meals, per diem, incidental expenses, ground transportation, tolls and parking.
4. All travel request packets must include a completed Request for Travel Advance form and be submitted to Administrative Services Division for budget review at least 15 working days before entering into travel and/or training status. Travel Advances may not be issued if Travel Advance Requests are received less than 15 day in advance. A Travel Advance overage that would result in the employee needing to reimburse the State should be avoided. Policy for submitting travel requests under

section Responsibility, items A and B should also be followed when requesting advances.

5. The State will either issue an actual check, or send a direct deposit for travel advance funds to the employee. The State will send or deposit the funds as determined by the employee's payroll arrangements. 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 a check or money order made out to the "State of Nevada." Cash in lieu of a check for reimbursement on a travel advance will not be accepted.

Travel advances will be provided no sooner than 5 working days prior to travel. Travel claims requesting reimbursement for travel must be submitted within 5 working days after returning from the trip to avoid incurring interest charges.

O. State Facilitated Charge Card

Utilize for your State travel expenses only. Do not use these cards for personal expenses unrelated to State travel.

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 their Division Administrator or his/her designee 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, normal travel policies must be followed.

Q. 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 the Department/Division and the Director or Division Administrator would like to have the employee's expenses paid through the department or division's budget account, prior Budget Division approval must be granted in advance of the travel.

SPECIAL NOTES

1. Utilize other means of conducting business (e.g. teleconference, videoconference, email) before travel is considered.
2. No travel reservations or commitments should be made without all proper prior approvals.
3. Employees requesting travel and making commitments prior to approvals may 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.
4. When air travel is required, book airline reservations as early as possible 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.

5. Travel Expense Reimbursement Claim forms should be submitted within 15 working days of travel completion or monthly for mileage reimbursement, unless prohibited by exceptional circumstances.

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 Director.

Policy Communication

This policy will be communicated to all employees and an employee should ask for clarification if needed.

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).


Jeff Mohlenkamp, Director

11/27/13
Issue Date