NEVADA DEPARTMENT OF AGRICULTURE
TRAVEL
POLICY #AG-2-ADM-7

PURPOSE

To establish uniform travel policies and procedures for all Nevada Department of Agriculture (NDA)employees, board members and anyone doing business on behalf of the department.

SCOPE:

This policy applies to all Nevada Department of Agriculture employees, contractors, and all other authorized individuals conducting business on behalf of the Department. Unless otherwise notes, policies in this chapter apply to both in-state and out-of-state travel.

REFERENCES:

NRS Chapter 281.160 thru 281.170; and the State Administrative Manual (SAM) Chapter 0200.

POLICY AND PROCEDURES

The Nevada Department of Agriculture recognizes travel as a necessary business activity to carry out the Department's statutory mission, goals, and objectives. The Department is also cognizant that its travel is paid for with public funds and therefore travel needs to monitored and prioritized by supervisors and fiscal staff to ensure that:

- All travel is pre-approved
- All travel is necessary and can be justified;
- All travel meets state and federal travel rules and regulations;
- All travel is carried out at the lowest possible cost;
- All travel is budgeted for before travel arrangements are made.

Travel Must Be Necessary and for Official State Business Only

The Department will only approve and reimburse employees for travel that is deemed necessary and critical for carrying out official state business and the mission of the Department programs.

As with overtime, travel should not be granted to employees as a perk or a benefit, but should be necessary to complete department business. Employees working under similar circumstances must be treated equally.

Travel Status

The Department considers an employee to be in travel status and eligible for per diem when that employee departs from their duty station on state business and that business takes them at least 50 miles one-way outside of the municipality in which that employee's duty station is located. Continuous travel status is defined as the time between when the employee initially departs their duty station for travel and the first time the employee returns from travel to their duty station, or the first time the employee discontinues conducting state business.

Commuting from an employee's home to an employee's duty station, even if it is 50 miles or more, is not considered travel. Employees are not eligible for per diem for commuting to and from work.

For any full-time employee for whom the Department considers travel to be an essential and predominant part of their essential duties and are required to patrol large areas statewide, they will be considered in travel status and eligible for per diem if:

- They are required to travel outside the assigned work areas;
- They are required to be away from their duty stations more than 24 hours;
- Required attendance at conferences, trainings or meetings are outside their assigned work areas.

EXCEPTIONS TO TRAVEL STATUS DEFINITION

Lodging and/or per diem for an overnight stay in areas less than 50 miles of the employee's duty station will not be allowed unless justified in writing and approved by your Division Administrator and only under the following conditions:

1. Inclement weather or adverse road conditions that make travel difficult or unsafe;
2. Individuals have been designated by the Department as a conference hosts responsible for meeting arrangements.

DUTY STATION WHEN IN TRAVEL STATUS

Your duty station when in travel status is the following:

- First Travel Day: Duty station is your assigned NDA duty station location as it listed on the Department's Position Roster in the State's HR Data Warehouse.
- Last Travel Day: If you are attending an event or activity that day, your duty station is the location or site of the event or activity that are required to attend that day, until that event or activity has ended. Once that event or activity has ended your duty station that day is your assigned NDA duty station location as it listed on the Department's Position Roster in the State's HR Data Warehouse.
- Other Travel Days: You duty station for the days of travel in between the first and last day of travel is the location or site for the event or activity that you are required to attend for that day.

Documented Prior Approval for All Travel and All Travel Expenses

All travel must be pre-approved in writing before an employee can make travel arrangements. Employees should not make any travel arrangements or pay conference fees, until their travel request has been completely approved with all the required signatures. Employees who book travel before full approval will be responsible for paying for all travel costs if any part or all of their travel is not approved. Employees who book travel before receiving approval will be responsible for all cancellation fees or charges associated with making changes, even if travel is approved.

Each in-State travel event must be pre-approved by your immediate supervisor or Division Administrator depending on your Division's internal process. Division Administrators are responsible for letting their Budget Analyst know who can and cannot approve in-state travel and out-of-state travel in their respective Divisions **(See In-State Approval Signature Form)**.

Out-of-State travel request for a travel event is not considered to be approved until it has been approved in writing by all of the positions listed below:

- Immediate Supervisor;
- Division Administrator;
- Budget Analyst;
- Fiscal Administrator;
- And, the Director and/or his designee,

Any one responsible for approving and reviewing travel should not sign off on a travel request if the documentation is incomplete; or, if the forms used are not the most current Department-approved travel request form; or, if the request is not mathematically correct. Not reviewing a travel document for completeness could result in unnecessary delays in getting a person's travel approved or cause the employee requesting the travel to incur personal costs. If a travel form is found to be incorrect or incomplete it should be returned for correction to the last person who signed the travel document.

Travel Request Approval Timelines

Most travel is foreseeable and in many cases is reoccurs on an annual basis. Employees should plan accordingly so they can receive all the required approvals well in advance of their actual travel. In the event that prior approval is not able to be obtained due to an unforeseeable event, supervisors must be notified in writing as soon as possible afterwards detailing the circumstances that required the travel.

Travel authorizations for in-state travel should be submitted no later than two (2) weeks prior to travel. Travel authorizations for out-of-state travel must be submitted no later than six (6) weeks prior to the travel start date. There is no guarantee that all approvals will be received in time for travel if these deadlines are not adhered to.

Travel Must Be Done At the Least Expensive Method Available

Travel must be by the least expensive method available, considering total cost, time spent in transit, availability of state-owned automobiles and special use vehicles. Employees traveling on official state business are expected to incur expenses in a prudent manner and exercise the same care the employee would exercise if traveling on personal business.

The Department encourages the consideration of all alternatives before making travel arrangements. These methods should include, but are not limited to:

- Teleconferencing and video conferencing;
- Car-pooling and greater use of public transportation;
- Video recordings and published reports;
- Restriction on the number of staff traveling to the same destination; and
- Coordinating between agencies for joint travel arrangements when more than one agency is involved.

Employees are expected to make arrangements to return the same day that business ends, in order to keep travelling costs at a minimum. Exceptions to this require a justification and back-up support documentation as to why an employee needs to stay an extra day(s) at their travel destination.

Unallowable Travel Costs

Unallowable travel costs include:

- Airline clubs;
- Airline upgrades;
- Alcohol;
- Books, magazines, newspapers for personal use;
- Business class airfare for travel with a scheduled flight time, including stopovers and change of planes of 12 hours or less;
- Commuting between home and duty station;
- Charge card delinquency assessments;
- Charges for damages to hotel room;
- Fines from appropriate jurisdictions for all parking tickets, citations, infractions received while operating a vehicle on state business. Payments of fines and citations under these circumstances is the **sole obligation and responsibility of the traveler** and NOT to be reimbursed or paid by the state.
- First class airfare;
- Gifts;
- Haircuts and personal grooming;

- Laundry and dry-cleaning for any in travel status less than 4 days;
- Out of pocket charges for vehicle service calls caused by the negligence of the traveler. Examples include charges for the delivery of fuel, retrieval of keys form locked vehicles, just starting vehicles when the lights have been left on, etc.
- Personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies, social activities, and related incidental costs;
- Payment of spousal or other non-employee travel;
- Personal telephone calls;
- Shoeshine services;
- Travel accident insurance premiums and/or purchase of additional travel insurance;
- Valet Service;

And, any other expenses not directly related to the performance of the travel assignments.

Travel Reimbursement Rates Cannot Be More Than Department's Reimbursement Rates

Employee cannot be reimbursed for an amount that is greater than allowed under the Department's travel policies and procedures, even if travel was performed on behalf of another agency. The Department's travel policy supersedes all other travel policies, whether they be other state or federal travel policies.

Travel Time Policy-Minimizing Overtime

It is the Department's policy that all travel take place during normal working hours whenever possible. Administrators and supervisors shall ensure any overtime worked for travel is necessary, justifiable, and cannot be avoided. The employee's supervisor and the employee should make every effort to avoid incurring overtime for travel and should make arrangements for flex time.

Since overtime must be pre-approved, the employee should anticipate any overtime that may reasonably be expected to occur and obtain approval for overtime before the travel takes place.

WORKSHIFT FOR TRAININGS, CONFERENCES, ETC.

When you travel to trainings, conferences, etc., your shift for that time period needs to conform the conference or training schedule posted on their respective agenda. So for example, if you typically work M-TH 7:30am to 5:30pm and the schedule for the event you are attending is M-F 8:00am to 5:00pm, then your work schedule that week will be M-F 8:00am to 5:00pm, unless you have written pre-approval from your supervisor to work a different shift for the benefit of the Department and that pre-approval is attached to your Out-of-State Travel Request form.

PREVAILING TIME ZONE FOR TRAVEL

An employee shall neither receive a per diem or compensatory time nor experience a loss of per diem or compensatory time by simply crossing a time zone during travel. When crossing time

zones, the time zone of origin for that day will apply for the entire day and must be noted on the claim.

Multiple Travelers to the Same Event

The number of persons from the Department attending a particular conference, convention, or meeting, or training session should be kept to the minimum necessary to benefit the agency. When a division intends to send more than one staff member to an event that will incur travel costs, they will need to include a memo that addressing the following items:

- What is the purpose and objective of the meeting;
- What program is benefitting from attendance of this event;
- What agenda items or events will the employees be participating in;
- What roles and responsibilities will each employee have at the event;
- What is the budget account that will be paying for the travel;
- What is the home budget account of the employees attending;
- What are the estimated travel costs, including overtime needed to travel (if flex time is not being granted);
- How will information be shared with other staff not attending the travel event; and,
- What will not get done or not happen in the benefitting program if only one (1) employee were to attend the travel event, in place of sending the additional travelers.

If multiple travelers are to attend the same event, each employee must indicate the number of travelers and identify each co-traveler on their travel request form.

In order to avoid processing mistakes and ensure consistency, travel requests will not be approved nor will travel reimbursement claims be processed until all requests or until all claims have been received. Travel requests and travel reimbursement forms may not contain claims for expenses associated with travelers other than the traveler indicated on the form, even if the traveler paid for the other travelers' expenses.

Work programs to increase budget authority for travel will not be done for division or programs that do not make any efforts to minimize the number of staff they send to an event.

Mixing Business and Personal Travel

Business travel and personal travel may be combined when **all** of the following conditions are met:

- The primary purpose of the trip is official state business;
- The employee uses his approved leave or compensatory time for the personal part of the trip;
- The state agency incurs no expenses beyond what it would have incurred had there been no personal travel involved in the trip.

Employees who plan on mixing business travel with personal travel must submit a memo attached to their travel request form that includes a cost comparison that demonstrates that costs to the State will not be increased due to personal travel. This should clearly indicate when the employee will be in travel status for business purposes and when the employee will be out of travel status for personal travel.

Spousal/Partner Travel or Other Dependent Travel

Costs for travel, lodging, meal, or other travel expenses for spouses, partners or other dependents will not be reimbursed.

Travel Must Be Within Legislatively Approved Budget Authority

All travel expenditures must be within the legislatively approved budget authority allowed for in-state and out-of-state travel for travel. Supervisors and employees are prohibited from making travel arrangements and are responsible for travel costs that would exceed the current legislatively approved budget authority at the time travel arrangements are made.

Travel Must Be in Same Budget Account That an Employee's Salary is Paid From

All travel expenses for the Department full-time employees will be charged to the budget account from which the employee's salary is paid. There are instances when an individual may need to travel on behalf of another program or grant for which travel is provided.

In the even that an employee must conduct travel outside their authorized budget account, they must submit a memo indicating whether travel is going to be for on-going routine travel or is a one-time occurrence and the stating the specific purpose for the requesting the travel exception. This memo requires both the Fiscal Administrator's and the Department of Administration's Budget Office approval. This memo must be submitted and fully approved along with your Travel Request form prior to travel. Failure to do so will result in delayed or possibly denied reimbursement.

Travel Cards

The State's Department of Administration has contracted with a provider of credit card services for travel related expenses. The credit cards are for official use only for in-State and out-of-State travel expenses, to include lodging, meals, and transportation. It will also serve as an ATM card for cash advances for travel only.

Only State officers and employees who travel more than four (4) times in a year may be eligible to receive a State sponsored credit card. Employees must contact their Travel Card Administrator (TCA) to request approval.

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. It is the Department's responsibility to monitor employees' credit card activity on a monthly basis and flag charges that appear to be personal or unrelated to

travel and forward to the employee's Division Administrator for review and appropriate action. Employees are not allowed to charge personal items on the charge card.

Noncompliance with the travel card policies is grounds for revocation of card privileges. Improper use of any travel charge card includes, but is not limited to:

- Use for personal purchases not incidental to authorized travel.
- Failure to pay the bill in full each month by the due date.
- Failure to promptly apply reimbursements for charged authorized travel expenses to the account.

DISPOSITION OF CHARGE CARDS UPON EMPLOYEE'S CHANGE OF EMPLOYMENT STATUS

When an employee who has been issued a charge card for travel expenses transfers to a different agency or leaves State service, the Department shall take the following action:

1. If an employee transfers within the State, then fiscal staff shall notify the Business Service Representative of the Contractor for the transfer of the charge cards; or

2. If an employee leaves State service, their supervisor is required to immediately retrieve the charge card from the employee and notify fiscal within 24 hours after the change in the employee's status. Fiscal staff will then contact the Business Service Representative of the Contractor for the charge cards and notify them that the employee has left State service.

Required to Use the Most Current Approved Travel Forms for In-State and Out-of-State Travel Requests

Employees are **required** to use the most current travel forms when requesting approval or seeking reimbursements for in-state or out-of-state travel. In order to avoid errors, redundancy, auditor findings associated with double recording-keeping, the Department's divisions are not allowed to use any other travel forms to request travel, even if it is for internal purposes. Request or reimbursements submitted on the incorrect or older versions of the travel form will not be processed and will be returned to the requestor. To find the most current travel forms go to the Department's intranet site at: http://intra.agri.nv.gov/Travel

All relevant areas of the travel request and travel reimbursements forms must be completed including the start and end times, destination, purpose of trip, and must include the appropriate original signatures. In order to ensure and attest to the accuracy of the information and proper reimbursement employees should fill out their own forms.

Zero Cost Travel

In the event that no travel expenses will be charged to the Department for a travel event, the completion of the ***Travel Request Authorization Form*** is still required due to liability issues. The original request is to be sent to the Department's fiscal staff for audit purposes. All in-state and

out-of-state travel, regardless of the cost, must go through the normal approval processes as outlined in the Department's travel policy.

Travel Advances

Employees may be advanced money to cover anticipated travel on state business. The primary and preferred method of obtaining a cash travel advance is through a cash withdrawal using the State-contracted charge cards.

STATE CHARGE CARD ADVANCES

Cash travel advances obtained through the State facilitated charge card are limited to $200 in any seven (7) day period. The minimum advance amount is the meal per diem for one full day. The standard charge card fee for cash advances transactions is reimbursable to employees for every authorized advance obtained through the use of an ATM. Additional bank ATM facility charges related to obtaining an authorized advance from an ATM are also reimbursable to employees up to a $3.00 maximum.

When an employee has used their State facilitated charge card for an advance they should submit their travel reimbursement claim no later than five (5) business days after returning from the travel event. Fiscal staff should not take no more than two (2) business to process the claim.

If an employee incurs interest charges related to late payment of a charge card bill and the employee has submitted travel reimbursement claim five (5) days after returning from the trip to which the interest charges relate, the State will reimburse the employee for the interest charge incurred.

OTHER METHODS FOR ADVANCES

A cash advance from one of NDA's budget accounts may be obtained if the employee is traveling overnight and the use of a State supported credit card proves impractical. However, because these advances are considered loans, the Department's approval of advances will be limited. Cash advances can only be requested for per diem and lodging expenses.

Justification for a cash advance must be drafted in memo form and signed by the employee's supervisor and the Division administrator. This memo must be submitted with a Travel Request form that specifies the costs associated with the travel being requested. The memo must be forwarded to the Budget Analyst assigned to your budget at least five (5) business days prior to the date the check need to be received by the employee. The Budget Analyst will review the request for reasonableness and verify that sufficient budget authority exist for the remainder of the fiscal year to pay for the travel advance. After the Budget Analysts review, they will forward the cash advance request to the Fiscal Administrator for approval. Depending on the circumstances surrounding the cash advance request, employees may or may not be advanced the full amount requested or may not be approved for the cash advance.

When an employee who has received an advance submits a claim for travel expenses, the claim should indicate if the amount of the advance is greater than the travel claim and, if so, the payment to the Department for the difference should be attached.

Employees who have received a travel advance must submit their travel reimbursement claim to the fiscal staff no later than five (5) business days. Employees who have received an advance and have an outstanding travel claim are not eligible for another travel advance until their travel claim has been submitted, reconciled and any outstanding balances have been paid back.

Contractors, sub-recipients or employees hired through a temporary services agency are not eligible to receive travel advances.

Travel advances constitutes a lien upon the accrued wages of the requesting employee until the advance is paid back.

Registration and Conference Fees

A completed registration form and a Purchase Order with payment instructions must be submitted to fiscal with their travel request form for verification of funds prior to registration being obtained.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed and proof of attendance is submitted.

Training and Travel

Travel expenses incurred to attend State training classes or employee requested training must be approved at the time the training is requested. Travel expenses that are not pre-approved by the appropriate parties will be denied.

Airfares/Airline Fees

In order to ensure that travel is done at the least expensive method available, employees should make every effort to book domestic flights no later than thirty (30) calendar days before departure. Employees who travel internationally should book their flights no later than 1 ½ months before departure. All Out-of-State travel must be booked using the most reasonable and economical rate. Air carrier selection cannot be biased by the traveler's frequent flyer affiliation. The lowest cost air travel should take precedence. Employees should always make an effort to purchase **non-refundable** airline tickets for both departure and return.

If the most economical rate is unavailable and/or the funding federal agency has special requirements, such as higher priced refundable tickets, justification via a memo and approval by the Fiscal Administrator is required prior to booking airfare. In cases where lowest fares are not available, a print screen showing the lack of availability need to be attached to the justification memo.

USE OF PRIVATE AIRCRAFT

An employee's use of their own private aircraft is limited to State business within the borders of the State of Nevada. The employee-owner of private aircraft must show evidence of public liability insurance in an amount not less than $1 million single limit. The reimbursement rate for use of a private aircraft per air mile traveled will be the same per mile rate as that used for use of personal vehicle established by the Board of Examiners.

NO PURCHASING AIRLINE TICKETS BEFORE TRAVEL IS APPROVED

No airline tickets should be purchased prior to receiving approval to travel. Employees should submit travel request far in advance of travel dates and no later than six (6) weeks for out-of-state Travel and no later than two (2) weeks for in-state Travel.

SOUTHWEST AIRLINES REQUIRED FOR FLIGHTS BETWEEN RENO AND LAS VEGAS

All flights between Reno and Las Vegas must be arranged through Southwest Airlines, using the Southwest Airlines corporate Internet booking tool, SWABIZ.

UPGRADES AND OTHER FEES

The Department will not reimburse employees for upgrades to Business and First Class seating, larger/more room seat fees, early bird check-in fees, or preferred seating fees without a clear business need or medical/physical reason. Travelers who choose to upgrade must pay the difference between the lowest priced nonstop economy class fare and the final fare.

CHECKED BAGGAGE FEES

Employees will be reimbursed for checked baggage fees for the first bag. Fees for additional bags must be paid by the employee and are not eligible for reimbursement, unless an employee is required to make a presentation and need to bring presentation materials, or are required to bring work-related equipment (other than a laptop computer).

UNUSED NON-REFUNDABLE AIRLINE TICKETS

Although a ticket is issued in the employee's name, the ticket belongs to the state. Therefore, if a trip has been cancelled then the traveler needs to forward a copy of the electronic airline cancelation to the Fiscal with a note stating why the trip has been canceled. It is the responsibility of Fiscal to hold electronic registration cancellation forms in a safe place for exchange at a later date. Airline policies differ on when those tickets may be exchanged- please verify with the airline.

When a new trip is planned that will utilize the old non-refundable ticket, the employee and Fiscal will work together to best utilize the travel credit. The credit should be documented on the airline receipt. The airfare line item on the travel request need only reflect the total amount being spent for airfare, exchange fee, and service fee.

CHANGES TO FLIGHT ITINERARY

Employees need to be aware that tickets are typically not allowed to be changed within 4 hours of the flight time without incurring additional charges. Therefore, changes to flight itinerary within 4 hours of flight time should be avoided. Ticket changes that do not benefit the Department or if it is determined the change is for personal reasons, the additional charges for changes to one's flight times will be deducted out of the employee's reimbursement claim or future travel claims, if the associated travel claim has already been processed.

Employees need to notify fiscal staff as soon as possible when they have made changes to their flight itinerary, so that these changes can be recorded correctly and payments can be made on time when the Department pay its credit card bills.

CANCELLATION FOR CIRCUMSTANCES BEYOND AN EMPLOYEE'S CONTROL

The Department will reimburse individuals for change or cancellation penalties imposed by the airlines provided the change or cancellation was caused by circumstances beyond the employee's control such as instruction from a Division Administrator or the Director's Office to reschedule travel, personal and family illness, inclement weather, airline irregularities, or a national emergency.

LOST AIRLINE TICKETS

The fee that airlines charge for searching and refunding lost tickets is the responsibility of the person to whom the ticket was issued. When the ticket is lost, the employee must file a lost ticket application with the travel agency or the airlines. There may also be an additional fee assessed by the travel agency for each lost ticket application filed.

Vehicle Use for Travel

USE OF NDA-OWNED (FLEET) VEHICLES FOR TRAVEL

NDA- owned (fleet) vehicles should always be an employee's first option when their in-state travel requires the use of a vehicle. If NDA fleet vehicles are not available at one's in-state travel destination, then a State Fleet Services Division vehicle (State Motor Pool) may be used. If neither is available or the use of a State Motor Pool vehicle is impractical, then an employee's personal vehicle may be used. Employees traveling to the same destination with the same travel itinerary are encouraged to travel together using an NDA owned vehicle.

Pursuant to SAM 1302 and due to liability, all State-owned vehicles shall be used only for authorized official business and driven by qualified and authorized personnel in a safe and courteous manner.

USE OF PERSONAL VEHICLES FOR TRAVEL

Use of Personal Vehicles for Travel for Personal Convenience

If an employee opts to use their personal vehicle versus other options made available by the State (i.e., Motor Pool, airfare) the employee will be reimbursed at a rate of one-half the standard mileage rate and must be approved by their immediate supervisor. However, if the cost to use a personal vehicle (calculated using the current standard mileage reimbursement rate) is more expensive than alternative options that were available at the time of travel, they will be reimbursed at the employee convenience rate established by the Board of Examiners for the period of time travelled or the actual airfare cost; whichever is less. The actual airfare cost to be used for reimbursement must be the lowest airfare that can be documented at the time of reimbursement.

If an employee chooses to use their personal vehicle rather than travel by commercial airline, the employee must be on either annual or compensatory leave for the extra travel time involved, and will only be reimbursed for meal and incidental expenses for time the individual would have been in travel had the employee elected to travel by commercial airline.

Use of Personal Vehicles for Travel for State Convenience

An employee using their own personal vehicle for the State's convenience will be reimbursed at the standard mileage reimbursement rate approved by the Board of Examiners.

Use of Personal Vehicles-Mileage Support

Reimbursement for the use of a personal vehicle is based on actual miles traveled. Miles claimed must be reasonably supported using mileage calculations from a map (paper-based or electronic). This support must be attached to both travel request and the travel reimbursement claim.

Use of Personal Vehicle-Two or More Employees

When two or more employees travel in one private vehicle, only one employee can claim that travel expense at the authorized reimbursement rate per mile. The person claiming reimbursement shall report the names of other state employee passengers.

USE OF FLEET SERVICES DIVISION (STATE MOTOR POOL) VEHICLE FOR TRAVEL

Fleet Services Division (State Motor Pool) vehicles must be used for all in-state motor vehicle travel when an NDA-owned (fleet) vehicles is not available and it is determined to be practical to do so. Employees are not allowed to independently rent vehicles for in-state use. Due to Fleet Services' ability to "snatch and grab" from NDA budget accounts without notification, the use of Motor Pool must be pre-approved by both an employee's supervisor and their Budget Analyst using the **Motor Pool Request form.**

Only State employees, board members, and contractors may drive or be passengers of Motor Pool vehicles. Motor Pool vehicles may not be parked at your home at night without prior approval by State Motor Pool. Vehicles are available in Reno, Carson City, and Las Vegas. Motor Pool vehicles should be fueled at Nevada Department of Transportation locations or with

a State credit card at designated gas stations. Credit cards may be obtained from Motor Pool when picking up the vehicle. Locations can be found on the Motor Pool website:

http://www.fuelman.com/sitelocator/sitelocator.aspx?searchtype=listing&network=fleetwide.

Avoid using a personal credit card or paying cash to fuel a vehicle. If this occurs, justification will have to be made in writing to State Motor Pool along with the original receipt for reimbursement. Smoking is not allowed in Motor Pool vehicles. The standard Motor Pool vehicle rental is the compact sedan. Rental of any other vehicle must be justified.

USE OF RENTAL CARS FOR TRAVEL

When traveling out-of-state, a rental car may be used when rented from companies with which the State has agreements. To see what companies the State has agreements with employees should visit the Purchasing Division's website at http://purchasing.State.nv.us for the names of these companies and the guidelines on how to access these contracts.

In-state use of a rental car is not reimbursable unless the Fleet Services Division gives written notice that their vehicles are not available.

It is not necessary to purchase collision damage waivers, as these protections are already included in the negotiated overriding agreement negotiated in the Purchasing Division's contract. Should an employee be required to rent a vehicle outside of these agreements, he/she should, if possible, rent the vehicle using the State facilitated credit card, which provides coverage for physical damage to the rented car. If the employee does not have a State facilitated charge card and their personal auto insurance does not include collision damage waiver(s), they must contact their supervisor to obtain permission to rent a vehicle with their personal charge card and obtain the collision damage waiver(s) offered by the rental company.

The Department **will not** reimburse employees for rental cars obtained for personal use or for rental car costs not directly associated with state business.

Public or Commercial Transportation and Parking

Travel from air terminal or hotel should be by the most economical means available. Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees for private automobiles and commercial transportation costs (i.e., taxi, shuttle, etc.). **Receipts are required.**

Due to the proximity of both the Reno and Las Vegas airports to employee's duty stations and the fleet of NDA owned vehicles in those areas, parking fees should be kept a minimum. If a group of traveler's are traveling to the same destination, they should car pool to the airport. Redundant request for parking for In-State or Out-of-State travel from multiple travelers going to the same travel event will not be approved.

Travel Estimates for Lodging and Per Diem-Use Comparable GSA Rates

In order for an employee to be eligible for lodging and per diem, employees must be on pre-approved public business away from their duty station at least 50 miles one-way outside of the municipality in which that employee's duty station is located. Employees must use the U.S. General Services Administration (GSA) rates when determining per diem and lodging cost estimates on the *Travel Request* form. A copy of the most current GSA rates for an employee's travel destination must be attached to all out-of-state travel requests.

Employees will not be reimbursed for lodging or meal expenses incurred traveling to a location on the day before a conference, training, etc. unless they can demonstrate in writing that they are required to conduct state business at that location on that day.

PER DIEM ELIGIBILTY FOR MEALS

Employees will receive reimbursement for specific meals as follows:

Meal Type	Travel Starts at or before:	Ends at or after:
Breakfast	6:00 am	8:00 am
Lunch	11:00 am	2:00 pm
Dinner	6:00 pm	7:00 pm

When traveling out-of-state, travel time will be calculated using the time zone from the point of departure for that travel day.

Pursuant to SAM 0212, if a meal is provided as part of a registration fee, conference/meeting or public transportation services, reimbursement must not be claimed. The same is true for any meetings attended where a catered lunch is provided or where the traveler has been included on a list of attendees for a business expense.

If under certain circumstances, such as unique dietary needs, make it necessary for the traveler to forego the provided meal, the traveler may then claim up to the maximum meal allowance. **In such cases, a receipt(s) and a written explanation are required.**

LODGING

Employees may request reimbursement for lodging rates on qualifying, pre-approved in-state travel up to the maximum allowable GSA rate for surveyed areas or the CONUS rate for non-surveyed areas. In addition to the lodging rates, employees may request reimbursement for lodging taxes and lodging fees. **Receipts for all lodging expenses are required for reimbursement.**

If the employee does not have the original hotel receipt, but only a copy. They must write and sign the following statement on the copy, "This is the true and correct copy of the hotel receipt."

If an employee chooses to stay at location that exceeds the maximum allowable GSA rate at their own choosing, they can only claim lodging expenses on what would have been the maximum allowable GSA rate. For example, if the maximum lodging rate is $50 per night, and an employee elects to stay at a hotel that costs $100 per night, NDA employees will only be reimbursed for the $50 plus the applicable lodging taxes and lodging fees.

If more than one employee shares a hotel/motel room, each employee may report a pro-rata share of the costs on his travel reimbursement request, or all lodging expenses may be shown on one reimbursement request, provided that both travelers document that they shared a room on their individual reimbursement requests.

Lodging Rate Exceptions

Approvals for lodging less than 50 miles away from their official duty station will be on an exception basis only **(See Travel Status)** and must be pre-approved by the Fiscal Administrator.

Upon approval of the Director, an exception to the rate of reimbursement for lodging can be granted when the following conditions apply:

- Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
- Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.

If the condition(s) above exist for in-state travel, then the rate of reimbursement for lodging will be at 150% of the standard CONUS federal per diem rate for non-surveyed in-State sites. If the condition(s) above exist for out-of-state travel, then the following the rate of reimbursement for out-of-state travel applies:

- 175% of the federal per diem rate for surveyed out-of-state sites or;
- 300% of the standard CONUS federal per diem rate for non- surveyed out-of-state sites.

Conference-site Hotels

To validate conference site hotel rates, employees must include conference literature with the travel request form when requesting approval. In unusual circumstances where designation of the conference rate is not listed on literature or on the hotel itinerary/bill a memo from the employee is acceptable if there are no rates listed on the brochure. This should be submitted for approval before the conference takes places. Conference-site hotels will be reimbursed at the actual cost and **require a receipt**.

Staying With Families or Friends' Residences

If an employee chooses to stay with family members or friends versus an establishment for overnight lodging, they must indicate this on their travel request and travel claim, only per diem for meals and incidentals may be claimed. No reimbursement for lodging will be allowed.

Camping or Camp Status

Camp Status refers to an employee who is in travel status that chooses not to stay in a motel or hotel or is required to use a tent, cot, sleeping bag, etc. at a camp site to carry out their work.

Incidentals

Incidentals can only be claimed if an employee is in uninterrupted travel status for 12 hours or more or if an employee is required to stay overnight as part of their travel. Incidentals are defined as fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. Employees in camping status are not eligible for incidentals

Other Miscellaneous Costs

Receipts are required for all other miscellaneous cost. Employees will only be reimbursed for actual and allowable costs directly related to business travel expenses.

Timesheets and Travel Claims

Employees need to make sure that timesheets and travel times noted on Travel Reimbursement claim form match. If an employee's timesheet and travel claims do not match, then the travel claim cannot be processed until the two document have been reconciled.

Use of Personal Funds

Employees should review travel reimbursement guidelines prior to expending personal funds for business travel to determine if such expenses are allowable and reimbursable. The Department reserves the right to deny reimbursement claims for travel-related expenditures if they fail to comply with Department policies and procedures.

International Travel

The Board of Examiners has approved a meal rate for employees traveling outside the United States, commensurate with the U.S. Department of State's meal allowances for foreign cities as listed in the U.S. Department of State's publication, Maximum Travel Per Diem Allowance for Foreign Areas. The current foreign per diem rates can be accessed at the U.S. Department of State's website.

Filing Travel Claims

All claims for travel reimbursement to an individual should be filed using the most current authorized Travel Expense (TE) Reimbursement Claim form. All required areas of the TE form

POLICY COMMUNICATION:

This policy will be made available to all employees within the Department of Agriculture and to the public.

DIRECTOR'S POLICY AUTHORIZATION:

Jim R. Barbee, Director

Date 6/8/15

APPROVED BY THE BOARD OF AGRICULTURE ON _____.
Effective Date