

Travel Policy

Policy 1.5



POLICY

Per Nevada Revised Statute 561.105, the Board of Agriculture shall establish the policy of the Nevada Department of Agriculture (NDA).

The Travel Policy shall ensure all travel is necessary, applicable to the NDA’s mission and goals, and in compliance with applicable Nevada Revised Statute (NRS), Nevada Administrative Code (NAC) and the State Administrative Manual (SAM).

POLICY EFFECTIVE DATE

March 5, 2020

LAST REVISED DATE

February 18, 2020

REFERENCES

NRS Chapter 281.160 - .170; and the SAM Chapter 0200.

POLICY REPLACES A PREVIOUS POLICY DATED

This policy replaces the Travel Policy approved by the Board of Agriculture on June 8, 2015.

RESPONSIBILITIES

The leadership team, consisting of the director, deputy director, and each administrator shall uphold the policies set forth by the Board of Agriculture.

APPLICABILITY

This policy applies to all NDA staff, and those who work on behalf of the NDA.

APPROVED BY:

Director

Date

Board of Agriculture

Date

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 the state law and the Rules for State Personnel Administration (NRS & NAC 284).