

# Travel Policy

## Policy 2.5



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### **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 adheres to state requirements, and meets applicable federal and state statutes, Nevada Administrative Code (NAC) and applicable federal, state and department, policies, procedures, manuals, handbooks, directives and systems.

### **POLICY EFFECTIVE DATE**

March 10, 2021

### **LAST REVISED DATE**

February 19, 2021

### **REFERENCES**

NRS 281.160 - .1745; State Administrative Manual 0200

### **POLICY REPLACES A PREVIOUSLY POLICY DATED**

Travel #AG-2-ADM-7 dated 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).*