



Division of State Parks

Financial #10-5	Out-of-State Travel	Rev. 10/2009	Page 1 of 5
--------------------	---------------------	-----------------	----------------

REFERENCES: SAM 0214

PURPOSE: To establish internal procedures in accordance with State Administrative Manual (SAM). To insure proper internal accounting and administrative control, and to provide equitable, yet affordable reimbursement procedures.

ORGANIZATION: All division employees will follow the guidelines set forth in this policy and the State Administrative Manual (SAM) on Out-of-State Travel, Section 0214.0 and the Departmental Policy, Regulations Controlling Hours & Conditions to Claim Per Diem, dated 4/2008,

PRIOR POLICY: This policy supersedes the prior policy dated 3/20/08.

PROCEDURES:

No exception to this policy and its procedures shall occur without prior approval from the Regional Manager, Administrative Services Officer (ASO), Deputy Administrator or the Administrator. Actions, whether intentionally or unintentionally, taken by an employee contrary to this policy, or contrary to a determination made regarding a requested exception, may cause the employee to be held personally liable for any unauthorized expenditures and may also result in disciplinary action.

- I. General – Out-of-state travel will only be authorized for trips deemed necessary to carry out official business. Out-of-state travel will only be approved using the least expensive means available when factors such as total travel time, salary of the traveler, availability of agency or state motor pool vehicles and cost of transportation are considered (*SAM 0204 and 0206*). An employee will not enter out-of-state travel status without their supervisor's express approval and advance approval of the administrator.
- II. Travel Status Out-Of-State (SAM 0214)
 - A. Employees' in travel status shall receive reimbursement at a rate comparable to the rates established by the US General Services Administrative (GSA) for their primary destination. Maximum per diem reimbursement rate for lodging, meals and incidentals expenses are established based on the destination (city/county) and vary by season. Receipts are required for all lodging expenses. In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. Lodging taxes are limited to the taxes on reimbursable lodging costs. For example, if the maximum lodging rate is \$50 per night, and you elect to stay at a hotel that costs \$100 per night, you can only claim the amount of taxes on \$50 which is the maximum authorized lodging amount. Lodging receipts are required for reimbursement. Meals will be reimbursed in accordance with the meals and incidental expense (M&IE) allowance for the primary destination. Receipts are not required for the M&IE allowance. Pursuant to SAM 0206.0, the hours and conditions to which employees' are allowed to claim meals are included in the Department policy, Regulations Controlling Hours and Conditions to Claim Per Diem dated 4/2008, shown in Attachment C. State park employees are directed to the GSA's website <http://gsa.gov> and link "Per Diem Rates" for the most current rates. Employees may receive reimbursement for breakfasts even *though* continental breakfasts are provided. Employees are to deduct meals

furnished to them during a conference or meeting from their reimbursement request in accordance with the rates within the GSA breakdown for the breakfast, lunch and dinner components. The M&IE rates vary by season, for guidance on deducting these amounts employees' should refer to the "Meals and Incidental Expense Breakdown" link on the GSA website.

1. Upon approval of agency head, agencies may make exception to the rate of reimbursement for lodging when the following applies:
 - a. Lodging is at a prearrange place such as a hotel when a meeting, conference or training session is held or;
 - b. 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, agencies may apply the following rules to the rate of reimbursement for out-of-state travel:

- c. 175% of the federal per diem rate for surveyed out of-state sites or;
 - d. 300% of the standard CONUS federal per diem rate for non-surveyed out-of-state sites.
2. 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.
3. Other miscellaneous reimbursable business related expenses are: use of internet services, computers printers, faxing machines and scanners, conference room rentals, official telephone calls/service. Receipts are required.
4. Employees will be reimbursed for laundry cleaning/pressing services; if the employee's official business related hotel stay is four consecutive nights or longer. Receipts are required.
5. 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 at http://aoprals.state.gov/content.asp?content_id=184&menu_id=78.
6. An employee using his own personal vehicle for the state's convenience will be reimbursed at the standard mileage reimbursement rate for which a deduction is allowed for travel for federal income tax. The Department of Administration, Budget Division shall issue an all-agency memorandum periodically reflecting the current rate in effect at that time.
7. An employee using his own person vehicle for the employee's convenience will be reimbursed at one-half the standard mileage reimbursement rate.

III. Authorization Procedures

- A. Since the out-of-state travel request, ADM-9 (*Attachment A*), serves as permission for an employee to travel out of state, completion of an out-of-state travel request is also required even when no costs would be incurred. All other requirements listed below also apply.
- B. For approval, all travel requests will be routed through the ASO and then to the Deputy Administrator or Administrator for approval.
- C. The ASO or designee will sign all out of state requests before forwarding to Administrator.
- D. Deputy Administrator or Administrator will ensure a trip is both necessary and appropriate for official business. ASO will ensure that adequate funds are available, that the least expensive method of travel is utilized, and that the travel is consistent with Board of Examiner's policy.
- E. All out-of-state requests must be submitted in advance of the proposed travel to the division office in Carson City, no later than 10 working days prior to proposed travel. Travel requests for the administrator will be submitted in advance to the director's office no later than 10 working days prior to proposed travel. Exceptions are made, if travel near the border is required on a short notice to purchase supplies.
- F. In the case of true emergencies (threat to life or property); out-of-state travel request may be submitted after the fact, but not later than the end of the next working day. If the employee is unable to complete the form within this deadline, it will be the responsibility of the employee's supervisor to ensure completion of the necessary paper work within the established deadline.
- G. All out-of-state requests must have the following information attached:
 - 1. An agenda or letter of invitation,
 - 2. If none is available, a written memo will be substituted explaining that an agenda is not available. The memo must include specific dates and times of the meeting and the purpose of the meeting.
 - 3. If a rental car is requested (SAM 0218), justification must be provided clearly demonstrating the need for a rental car. Further, the justification must indicate that no public transportation is available, or its use would result in higher costs to the state (a cost comparison will be required, see Attachment B).
- H. When an employee wishes to drive (personal vehicle, motor pool, or agency vehicle) to a city serviced by an airline, the following considerations must be followed:
 - 1. If the employee is combining state business and personal travel, the employee must cover all his personal expenses at no cost to the state.
 - 2. Whether or not an employee needs to be placed on either annual or compensatory leave for any extra travel time associated with driving.

3. Whether or not an employee is entitled to additional meals and other expenses as a result of driving.
4. In the case where an agency vehicle is being utilized, if the vehicle should sustain additional wear and tear when flights are available to the same destinations.
5. If an out-of-state trip is for the purpose of receiving training, then each region must additionally evaluate whether the training is agency-directed or employee-requested. In the event of employee-request training, regions are directed to ensure that the accrual of comp time is not granted (NAC 284.484). An approved Training Request form (ADM-16b) must be attached, reflecting approved travel costs.
6. The "Meals and Incidental Expense Breakdown" from the GSA website for the area traveling to must also be attached to the out of state request.

IV. Limiting the number of Individuals Traveling Out-of-State

- A. No more than two (2) employees will be allowed to attend the same out-of-state meeting. This special condition applies to all out-of-state travel whether to attend a meeting, training, or to conduct other state business.
- B. Exceptions must be approved in advance. The administrator may authorize exceptions related to out-of-state training requests.
- C. A written request for an exception to this special condition must be submitted to the administrator. Any such request must be submitted in conjunction with the out-of-state travel form. That request must contain a justification and a cost comparison (Attachment B). Situations where such an exception may be allowed include the following:
 1. When the destination is within 300 miles of the official duty station, or is Los Angeles, San Francisco, Boise, or Salt Lake City.
 2. Where travel to an authorized destination will be via a shared agency or Motor Pool vehicle.
 3. Where the cost comparison demonstrates that no additional cost will be incurred due to participation of more than two employees.
- D. Submitting requests for out-of-state travel separately in an attempt to circumvent the above requirement will not be allowed. Regional managers will be required to determine the total number of employees attending any one meeting and will ensure that stipulation of this special condition are complied with.

V. Areas Outside of But Close to the Nevada Border

- A. Many out-of-state trips often have a destination of a town or place just outside the state's borders. In acknowledgement of this, a 30-mile wide buffer is defined that extends from the Nevada border into the adjacent states. Travel into this buffer area will be administered based on provisions identified in this special condition. These provisions are hereby authorized and are in effect until rescinded.

- B. Exception to the 30-mile rule will be considered by the Administrator on a case-by-case basis. Parks along eastern Nevada's borders are allowed to go to Cedar City and St. George, Utah as an exception for purchases as long as per diem is not claimed.
- C. To any out-of-state destination within the 30-mile zone, provided that the trip is concluded in one working day with total costs, including transportation, of less than \$50.00 per person. This applies to up to three people attending the same meeting, as long as the dollar threshold is not exceeded on a per person basis.

RULES:

- I. It is the employee's responsibility to have prior supervisory authorization to travel to these (or any) destinations and insure adequate funds are available for the trip.
- II. If the ultimate destination is in state, employees must obtain their supervisor's prior authorization as stated in the state park's Internal Controls. In-state travel category must be charged for the entire trip and adequate funds must be available for the trip.
- III. Per diem will not be claimed for out-of-state travel close to the Nevada border when travel is for purchases and training.

Original signed by: SIGNED	10/23/09
<hr/> David K. Morrow, Administrator	<hr/> Date

Original signed by: SIGNED	10/26/09
<hr/> Allen Biaggi, Director	<hr/> Effective Date

Copy to Regions: _____ 10/27/09

Review Date: _____



Nevada Division of State Parks

OUT OF STATE TRAVEL REQUEST

(Reference Policy #10-5)

SECTION 1

AGENCY/REGION	B/A	OFFICIAL STATION
EMPLOYEE	DESTINATION	DESTINATION PHONE NUMBER

SECTION 2

DATES OF TRAVEL STATUS: _____

PURPOSE OF TRIP: _____
 (Attach an agenda, letter of invitation, or outline memo)

SECTION 3

COST:

Per Diem \$ _____	Registration \$ _____
Air Fare \$ _____	Ground \$ _____
Parking \$ _____	Public Trans. \$ _____
Motor Pool \$ _____	Rental Car * \$ _____
Pers Vehicle \$ _____	Other * \$ _____

TOTAL REQUEST: \$ _____

Charge to: _____ Fund _____ Appr Unit _____

Internal Coding: _____ Org _____ Job # _____

Request excess lodging rate to _____ (* explain) _____

Administrator's Approval _____ Date _____

* Explanation: _____

SECTION 4

Will the employee be combining state business with personal business? _____ Yes _____ No
 If "yes", has written permission been initiated by the employee and approved by the Administrator demonstrating that no additional costs will be incurred by the State? _____ Yes (attach memo) _____ No

How many other employees will be attending this same meeting? _____

Is this employee-requested training? _____ Yes _____ No
 If "yes", has the Division ensured that the employee is not granted accrual of comp time? _____ Yes _____ No

SECTION 5

Signature of Regional Manager or designee	Signature of Financial Officer or designee
Signature of Deputy Administrator	Department-Level Approval, if appropriate
Division -Level Approval	

Attachment A



Department of Conservation & Natural Resources

TRAVEL Chap. 0200	Regulations Controlling Hours & Conditions To Claim Per Diem	Rev. 04/2008	Page 1 of 2
------------------------------------	-------------------------------------------------------------------------	-------------------------------	------------------------------

REFERENCES: State Administrative Manual 0212.0

PURPOSE: To provide DCNR with travel regulations controlling the hours and the conditions during which an employee will be allowed to per diem.

ORGANIZATION: This policy applies to each DCNR division and program.

PRIOR POLICY: This policy supersedes the prior policy dated 05/19/2006.

I. GENERAL POLICY

1. Standard Employees (8 to 5 daily)

- **To claim breakfast:** leave prior to 7:00 a.m.
- **To claim lunch:** leave prior to 11:00 a.m. and return after 1:00 p.m.
- **To claim dinner:** leave prior to 5:00 p.m. and return after 6:00 p.m.

2. Flex or Variable Work Hour Employees (other than 8 to 5 daily or > 8 hours daily)

- **To claim breakfast:** leave one hour prior to the scheduled shift.
- **To claim lunch:** leave one hour prior to the scheduled lunch hour and return one hour after the scheduled lunch hour.
- **To claim dinner:** leave prior to the end of the scheduled shift and return one hour after the end of the scheduled shift.

3. To be eligible for per diem, employees must travel at least 50 miles (one-way) from their official duty station or from their homes, whichever is less (per Dept of Administration memo #2007-35).

4. Overnight lodging within 50 miles of the principal duty station is not allowed without prior written justification. The written justification must fully explain the circumstances, need for the employee's participation, and all costs involved. Agency-designated management and/or supervisor must review, and if appropriate approve, the written justification.

Word File Name: F:\P & P\Department\Travel, Regulations To Claim Per Diem.doc

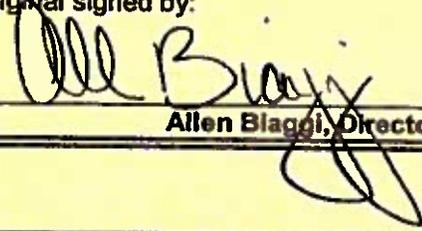
Revised: April 2008

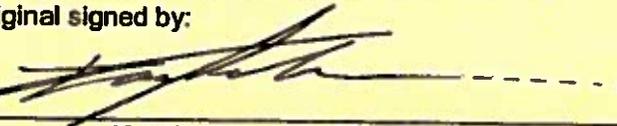
5. Please refer to the *State Administrative Manual*, or other official directives, for current per diem and mileage rates.

II. PROHIBITIONS AND PENALTIES

6. Policies and procedures represented are intended to be binding to all employees within the organizational structure noted above.

7. Actions, whether intentionally or unintentionally, taken by a departmental employee contrary to these policies and procedures may cause the employee to be held personally liable for any unauthorized expenditure and may result in a disciplinary action.

Original signed by:  Allen Blaggi, Director	04/21/2008 Effective Date
-------------------------------------------------------------------------------------------------------------------------------------	------------------------------

Original signed by:  Kay Scherer, Deputy Director	04/21/2008 Date
--------------------------------------------------------------------------------------------------------------------------------------------	--------------------

Copy to Divisions: 04/25/2008

Copy of DoIA/Post Review Section: 04/25/2008