



Division of State Parks

Financial #10-1	Travel Claims and Per Diem	Rev. 6/2014	Page 1 of 3
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REFERENCES: SAM 0212.0 and Department Policy #1-93

PURPOSE: To established compliance with departmental policies on travel claims and per diem.

ORGANIZATION: The division will ensure that travel claims and per diem are completed within the guidelines set forth in the departmental policy, Regulations Controlling Hours & Conditions to Claim Per Diem, dated 05/2006, and the guidelines put out by the accounting section for internal controls.

PRIOR POLICY: This policy supersedes department policy, #1-93, dated December 6, 1993 and the prior policy dated 3/11/08.

PROCEDURES:

- I. All travel claims will be signed by the regional manager or accounting assistant III for that region before being submitted to the division. Travel claims for the regional managers will be approved by the administrator or designee. All division employees will have their supervisor approve travel claims before submitting them to the division's accounting section. If there is no approval signature, the travel claim will be returned to the originating region for approval. Travel claims must be submitted to the division office within 20 days of completion of travel. Travel claims submitted past this timeframe must have a memo of explanation attached, which must be approved by the administrator or designee prior to reimbursement.

- II. People in travel status shall receive reimbursement at a rate comparable to the rates established by the U.S. General Services Administration (GSA) for the state of Nevada. Maximum per diem reimbursement rates for Nevada's lodging, meals and incidental expenses are established by city/county and vary by season. Receipts are required for all lodging expenses and requested reimbursement may not exceed the amount on the receipt up to the applicable GSA rate. In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. To receive reimbursement for lodging above the GSA rate, it must be approved in advance by the administrator or designee and has strict requirements. 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. Receipts are not required for the M&IE allowance if the rural rate or CONUS rate is claimed for meals. State employees are directed to the GSA's website <http://gsa.gov> and the link "Per Diem Rates" for the most current rates. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided. Employees will 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 refer to Department

policy, Regulations Controlling Hours & Conditions to Claim Per Diem, (Attachment A) for approved hours to be eligible to claim meals.

A. Upon approval of the administrator or designee, agencies may make exceptions to the rate of reimbursement for lodging when the following applies:

1. Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
2. 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 in-state travel:

3. 150% of the standard CONUS federal per diem rate for non-surveyed in-state sites.

B. 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.

C. Other miscellaneous reimbursable business related expenses are: use of internet services, computers, printers, faxing machines, and scanners; conference room rentals, and official telephone calls/service. Receipts are required.

D. 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.

E. An employee using their 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 cost per mile.

F. An employee using their own personal vehicle for the employee's convenience will be reimbursed at one-half the standard mileage reimbursement rate.

G. To be eligible for reimbursement of per diem expenses, an employee must travel at least 50 miles from their designated workstation.

H. Employees traveling for training must attach the approved ADM-11b, Request for Training, to their travel claims. The training form must include approval of the travel costs.

III. In the event that employees cannot obtain a state facilitated charge card, travel advances can be requested. The administrator or designee must approve the employee's written request. The amount must be justified by the circumstances. Travel advances constitute a lien upon the accrued wages of the requesting employee (NRS 281.172 and 281.173).

A. Procedure for obtaining a travel advance:

1. The employee requesting an advancement must submit a written request through their supervisor to the administrator or designee at least two weeks prior to the beginning date of travel. The written request must explain the trip and also include an ADM-8, Travel Claim, complete with the dates and times of travel and the estimated meals and lodging cost, signed by the employee and approved by the supervisor. If the administrator or designee approves the request, the travel claim will be processed for payment.
2. Within five (5) days of completion of travel, the employee must submit an additional ADM-8, Travel Claim, with accurate dates and times and costs and all necessary receipts attached. The employee and supervisor will sign the ADM-8 and submit it to the division office to be compared to the Travel Advance travel claim. If the claim is less than the advance, the employee must attach a check for the difference, payable to "Nevada State Parks". If the claim is more than the advance, a payment to the employee will be processed for the difference. A copy of the travel advance claim will be filed with the second travel claim.
3. Employees who don't submit the secondary travel claim within the five (5) days of completion of travel are subject to losing the travel advance privilege.

IV. State Park Employee POST (Peace Officer Standards Training) Academy Cadet Meal Allowance

POST academy cadets housed in the dorms during the academy will receive per diem rates at 50% of the GSA CONUS rate, Monday through Friday, during the thirteen weeks of training. Employees attending POST receive the reduced rate while living in the dorm and have access to limited cooking facilities. Employees must request reimbursement by submitting an ADM-8, Travel Claim, completed bi-weekly, concurrent with timesheets. The travel claims will be approved by the administrator or designee.

V. Air Traveling on Southwest Airlines

- A. Employees traveling on Southwest Airlines use Southwest Airlines' corporate internet booking tool, SWABIZ, per SAM 0216.0. The employee must have a Rapid Rewards number. The division's Travel Manager(s) will book travel online for all employees. Billing will be through the ghost card/agency travel card set up by the division's Travel Manager(s).
- B. SWABIZ allows state agencies access to reduced fares. Higher fares may apply if the trip might need to be fully refundable, exchangeable or transferable. A state traveler, unable to fly on a flight booked as a restricted fare, will not receive the fare credited back to the credit card used to book the flight. Instead, the traveler will receive a Southwest Airline's credit, which will be valid for a period of one year from date of issue and may only be applied towards the purchase of another Southwest Airlift flight by that employee only. Any changes to the original flight booked may be charged additional fees.
- C. Any personal travel can be done through www.southwest.com, but not through SWABIZ.

VI. Forms Used

ADM-8, NDSP Claim for Travel Expense. Follow guidelines outlined in the State Parks Policy 10-1, and State Administrative Manual (SAM). For all training related travel, a copy of the approved ADM-11b must be attached showing travel cost approval.

Original signed by: <hr/> SIGNED Eric Johnson, Administrator	<hr/> 6/5/14 Date
Original signed by: <hr/> SIGNED Leo Drozdoff, Director	<hr/> 6/17/14 Effective Date APPROVED BY BOARD OF EXAMINERS On <hr/> 8/12/14 (date)

Review Date: _____



Department of Conservation & Natural Resources

TRAVEL Chap. 0200	Regulations Controlling Hours & Conditions To Claim Per Diem	Rev. 05/2006	Page 1 of 2
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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 02/18/2003.

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 ~~5~~ ^{50 per SAM, 12/11/07} miles from their official duty station or from their homes, whichever is less.

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.

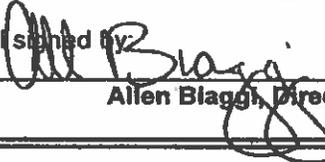
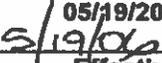
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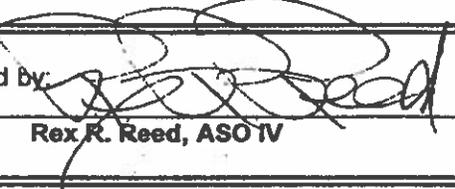
Revised: April 2006

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	05/19/2006  Effective Date
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Original signed by:  Rex R. Reed, ASO IV	05/19/2006 5-19-06 Date
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Copy to Divisions: 5/19/2006

Copy of DoIA/Post Review Section: 05/19/2006

