

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION
POLICY MANUAL**

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1.16.1 POLICY OVERVIEW

The purpose of this policy is to establish the Division's travel policy in accordance with Nevada Revised Statutes (NRS), the State Administrative Manual (SAM), and the Department travel policy.

It is the policy of the Division to allow travel when there is a valid business purpose and other methods to accomplish that purpose, such as video and/or teleconferencing, have been evaluated. Employees and supervisors are expected to be familiar with these policies prior to travel and follow the procedures set forth in this policy for requesting, approving, monitoring, and reporting of all travel.

It is the Board of Examiners' policy that travel should be by the least expensive method available when such factors as total travel time, salary of traveler, availability of agency cars or Fleet Services, and costs of transportation are considered. Refer to SAM 0200 found on the Governor's Finance Office website under [Budget Nevada Manuals and Instructions](#).

A. POLICY EXCEPTION

On occasion, there are special circumstances that may require an exception to this policy. Exceptions, while not common, require the approval of the Division Administrator. Exception requests must be submitted in writing and accompanied with justification to support the request. A request for exception will be denied when there is no record in the policy portal that this policy has been read and acknowledged in the employee's My Compliance page.

B. SCOPE

This applies to all Division employees, board and commission members, and contractors. Contractors must follow the Non-State Employee Procedures outlined in this policy.

1.16.2 AUTHORITY

[State Administrative Manual \(SAM\) 0200](#)

[DHHS Overtime Policy](#)

[DHHS Travel Policy](#)

1.16.3 TRAVEL SYSTEM

All programs located within the Division are mandated to use the Nevada Employee Action and Timekeeping System (NEATS) Travel Module for completing all state employee requests for travel and travel reimbursement claims.

Please see [NEATS Supervisor Procedures](#) and [NEATS Employee Procedures](#) for the step by step instructions.

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A. NON-STATE EMPLOYEES

Non-state employees are mandated to use the [Travel Request](#) and [Travel Claim](#) forms and are to follow the approval process provided by the Division. See [Non-State employee travel](#) in this policy.

Programs within the Division may not require additional forms to complete in state and out of state travel requests.

B. NEATS TRAVEL ROLES

Employee: Individual responsible for submitting trip claims within NEATS.

Supervisor: Individual responsible for reviewing all employee trip plans within NEATS. Authority to approve or reject the trip plan.

Travel Clerk: Each agency must designate a travel clerk(s) within each budget account to be the liaison with assigned centralized office fiscal staff and program staff. This individual(s) will be responsible for entering electronic trip plans within NEATS for designated staff.

Accounting: Individual(s) responsible for reviewing the electronic trip plan within NEATS for proper budgetary authority and coding. Authority to approve or reject the trip plan.

1.16.4 ROLES & RESPONSIBILITIES

A. EMPLOYEE

1. Employees Responsibilities

- a. Utilizing other means of conducting business (e.g., tele-conference, video conference, e-mail) before travel is considered.
- b. Submitting the travel request within agency policy timeframes.
- c. Ensuring that conference/seminar agendas and other required materials and receipts are attached prior to the electronic approval of requests and claims.
- d. Ensuring the travel status timeframes noted on the electronic claim match the electronic timesheet for the pay period in which the travel is completed if time is worked outside of the normal work schedule.
- e. Submitting the electronic claim form within 30 days of travel completion or mileage reimbursement unless prohibited by exceptional circumstances or in instances where a state-facilitated travel card has been issued.

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- f. Understanding that all cancellation fees or charges for travel booked using booking websites (such as Expedia, et al) or prior to approval of the electronic travel request will not be reimbursed.
- g. Understanding that the rate of reimbursement for lodging, meals, and incidentals must be compliant with the federal government's General Services Administration (GSA) rates based on travel destination.
- h. Obtaining written pre-approval from their supervisor and the Administrator prior to deviating from this policy. The written preapproval must be attached to the travel claim form when submitted to the Fiscal Unit for payment processing.
- i. Understanding notification to the travel clerk and supervisor of any changes in travel plans so timely cancellation of airline flights, fleet services request and other arrangements can be made to avoid the Division incurring the cost unnecessarily.

B. TRAVEL CLERK

Employees that travel to conduct home visits and claim mileage shall submit their own mileage reimbursement claims. Travel clerks should be used for in state and out of state travel that requires airfare or an overnight stay unless directed by their program manager/chief.

1. Travel Clerk Responsibilities

- a. Prepare and complete travel request including accurate travel justification, travel status start and stop times, airfare schedule, fleet services request, accurate GSA rates, accurate milage calculations and mileage rate and other expenses to be claimed.
- b. Ensure all approval paths have been followed.
- c. Ensure appropriate budget account is being charged.
- d. Ensure budget authority is available (check with Fiscal).
- e. Ensure all documentation is attached for the travel request and travel claim.
- f. Audit request and claims for incompleteness and errors.

C. SUPERVISORS AND MANAGERS

1. Supervisor and Manager Responsibilities

- a. Ensuring all travel requests comply with this policy before approving the travel request or travel claim.

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- b. Approving or rejecting electronic travel requests in a timely manner; verifying necessity of the travel and budget authority prior to approval; and verifying and approving travel request and claims.
- c. Ensuring that the employee timesheet reflects the same travel status information as noted on the electronic claim form if time is worked outside of the employees' normal schedule. This is important for auditing and worker's compensation reasons.
- d. Ensuring that no travel reservations or commitments are made prior to all proper approvals of the electronic travel request and the budgetary authority is available.

D. FISCAL STAFF

2. Fiscal Staff Responsibilities

- a. Verifying authority and account coding
- b. Reimbursing employees in a timely manner

E. DIVISION ADMINISTRATOR

Ensuring that their division complies with NRS, SAM, DHHS policy and the Division policy.

1.16.5 TRAVEL CLERKS

Division travel clerks (typically an administrative assistant) will be designated by the program leadership and will be responsible for managing travel arrangements for their respective unit. It is the program's responsibility to ensure accurate travel clerk information is provided to the executive assistant during a turnover of staff and report which back up travel clerk has been assigned. Reporting information timely to the executive assistant is imperative due to timely revocation of ghost card access in SWABIZ.

A. MANAGEMENT/SUPERVISOR RESPONSIBILITIES

Ensure all travel clerk information is being reported accurately and timely to administration.

Ensure supervisors are auditing travel request/claims before applying supervisory approval.

B. NEATS TRAVEL ACCESS/SWABIZ ACCESS

Access to the travel platform (NEATS) is required. Access can be requested by the travel clerks' supervisor/program manager by submitting a request to the fiscal email

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address (fiscal@adsd.nv.gov). The request should include the travel clerk’s name and budget account(s) they are responsible for. The travel clerk will typically receive access in 3 to 4 days. If the travel clerk is a new hire, access time may be delayed until access to NEATS is acquired.

Travel Clerks will need to sign up for a traveler account with SWABIZ (swabiz.com). This requires having a Southwest account and Rapid Rewards number. The travel clerk will need to log into SWABIZ using their respective company ID number. Central Office located in Carson City uses ID number 99600513. Desert Regional Center has a separate ID number and Sierra Regional Center and Rural Regional Center share an ID number. This company ID number will link the traveler account to the company account, and the travel clerk will be able to book on the traveler’s behalf and will enable their ghost card access.

C. TRAINING

Information and resources including training options can be requested by contacting the executive assistant.

1.16.6 APPROVAL PROCESS

A. TRAVEL REQUEST

1. Employee

The employee submits the travel request to their respective travel clerk via email or teams with the travel information including, travel dates, proposed airfare information times, trip justification, and whether airport parking and a fleet services vehicle will be needed.

2. Travel Clerk

The travel clerk will prepare the request in NEATS and ensure all required information is attached and completed. The travel clerk will notify the traveler to submit their request or may submit on their behalf. The supervisor is notified via email or teams that the travel request has been submitted.

3. Supervisor

Once the supervisor receives notification from the travel clerk, the supervisor will review the travel request to confirm accuracy of the travel information. After the trip has been reviewed, the supervisor can either approve or deny the request. If approved, the supervisor will notify the travel clerk that the supervisor approval has been applied and the travel clerk will notify fiscal of the approved request. If denied, the supervisor will explain the reasons for denial to the travel clerk and the approval process will start again.

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4. Fiscal

Designated fiscal staff review and audit the trip for all required information and either approve or deny the request. If approved, fiscal will notify the travel clerk that the flight may be booked, along with the fleet services vehicle, and the employee may secure a hotel of their choice within the approved GSA rate. If denied, the travel clerk will have to correct the information and restart the approval process.

B. TRAVEL CLAIM

The same approval process as the travel request will be followed for the travel claim. When the employee returns from their trip, they will provide the [required documentation](#) to the travel clerk.

Note: To acquire the traveler's electronic signature, the employee must submit the travel claim in NEATS once the travel clerk has reviewed the claim for completeness.

1.16.7 TRAVEL REQUEST

A. SUBMITTING A TRAVEL REQUEST

In state travel requests are required to be submitted at least 14 days prior to the travel date. For employees requesting a travel advance please see [Section 1.16.9](#).

B. REQUIRED ATTACHMENTS

Original receipts must be sent along with a printed copy of the approved travel claim to the assigned centralized office fiscal staff. A credit/debit card payment slip does not constitute a receipt. A receipt should include the vendor, amount, date and itemized description of the item or items purchased.

Failure to attach the following documents to the travel request or travel claim may result in delayed approval and/or reimbursement.

1. Travel Request

- a. GSA Rates Sheet/Printout for employees claiming lodging
- b. Flight schedule for employees using airfare
- c. Fleet Services [MP-2 Form](#) for employees using fleet services
- d. Mileage maps

2. Travel Claim

- a. Lodging/travel receipts

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- b. Airfare Cost (Usually forwarded to fiscal by the travel clerk during the travel request process)
- c. Receipts for any expenses (aside from per diem - meals, incidentals, mileage) being claimed

C. OUT OF STATE TRAVEL REQUEST

Employees are required to submit the travel request 30 days or more prior to the travel date. For all out of state travel, an employee MUST complete an [Out-of-State Request form](#), and if applicable, a [Request for Training](#) via the Travel Request folder on the SharePoint website in the "Travel" folder. Employees MUST obtain all levels of approval before making travel and registration arrangements. Employees need to complete and submit the forms in a timely manner to allow adequate time for approval and trip reservations.

1. Supporting Documentation and Backup

The supporting documentation and back up must include but is not limited to:

- a. Course outline or letter of invitation (if applicable).
- b. Agenda (if applicable).
- c. Quote for hotel cost or pre-approved justification if requesting reimbursement higher than the GSA rate, Quote for Air travel cost; and copy of completed registration application/form (if applicable).
- d. Once Fiscal receives all the approved forms, the fiscal unit in the traveler's budget will generate a purchase order for the registration. Once approved, Fiscal will send the purchase order to the appropriate number, or if available, purchase the registration online using a procurement card.

2. Travel Time

There are times where employees may be traveling hours beyond their normal work schedules including weekends while traveling to or from a conference and/or training. Managers should require that employees "flex" their time (i.e., adhere to schedule outside of their regular work schedules) to stay within a forty-hour work week. Overtime will not be approved for travel to or from conferences or trainings regardless of the funding source.

3. Overtime

Attendance by overtime eligible employees at lectures, meetings, trainings programs, conferences and similar activities, mandated by the employer is counted as working time unless any of the following criteria are met:

- a. Attendance is, in fact, voluntary;

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- b. The course, lecture, or meeting is not directly related to the employee’s job; and
- c. The employee does not perform any productive work during such attendance.

4. Conferences

No more than two (2) staff members should attend the same conference at the same time. Staff will share knowledge gained at the conference with staff that could benefit from the information. This is to ensure the prudent use of training and conference funds. Any exception must obtain prior approval from the Division Administrator.

1.16.8 TRAVEL PROCEDURES

A. AIRLINE FLIGHT ARRANGEMENTS

All flight reservations are to be made by the program assigned travel clerk based upon the approved trip plan. All in-state airline flights between Reno and Las Vegas must be booked using Southwest Airlines' online booking system (SWABIZ). The travel clerk will request an email confirmation for the ticket that will include all information concerning the flight including the confirmation number and amount paid for the flight. A copy of this email confirmation will be sent to the traveler and the assigned fiscal staff. Flight reservations are required to be charged to the state contracted credit card (ghost card).

Flight bonus points earned by State agencies or employees as a result of State-paid air travel shall, whenever possible, be used by the agency to meet State travel needs (SAM 0214).

It is the Division's policy to reimburse an employee for baggage charges made by airlines who do not allow free checked baggage. These charges will be reimbursed for the standard baggage charge for one bag when traveling three days or less, and no more than two bags if in travel status for more than three days. Original receipts are required.

Although there can be significant savings to the State by purchasing non-refundable tickets for out-of-state travel, employees are NOT encouraged to purchase them unless there is strong certainty that the tickets will be utilized when originally planned. This may be the case when travel is occurring immediately or the very next day. At other times, refundable reservations must be made.

1. Airfare Cancellations

Airline flights must be cancelled with proper notice to avoid the forfeiting of travel funds. If proper notice is not given to the travel clerk or supervisor resulting in a “No

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Show” status, the employee may be responsible for reimbursement of funds to the Division and may result in disciplinary action.

B. HOTEL

Once the travel request is approved, the employee will call the hotel of their choice and request accommodations under the GSA rate or any specials that may be offered at the time of booking. Hotels are paid for by the employee and reimbursed upon completion and approval of the electronic travel claim.

A hotel front desk receipt, obtained at checkout, must be attached to the electronic travel claim. Hotel bills noting the employee’s name, dates of stay, and breakdown of costs by day are required for all lodging expenses. If the hotel room was purchased through an internet travel site (e.g., Expedia, Hotel.com, etc.), a receipt from that site must also be attached.

Individuals are advised to confirm (before booking travel) that the internet travel site produces a compliant receipt with [Section 1.16.7.B](#) of this policy. In absence of these required details, the internet travel receipts are only acceptable to document the room rate paid. A hotel front desk receipt will be necessary to document the actual stay and any other fees incurred that are reimbursable. Absence of necessary and required details may result in denial of your lodging travel claim. To minimize the risk of denied claims, the individual should consider the use of only those internet travel sites that can produce a compliant receipt.

The state will not be responsible for any cancellation fees assessed by an internet travel site or inattention to timely cancellation of hotel reservations. Exceptions to this must be obtained by the Division Administrator.

1. Exceptions

Upon written approval of the Administrator, exceptions to the rate of reimbursement for lodging can be made when the following applies, and documentation is provided to support the GSA rate was not available:

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

2. Exception Rules

If the condition(s) above exist, the following rules to the rate of reimbursement for will be applied:

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- a. In-state travel: 150% of the standard CONUS federal per diem rate for non-surveyed in-state sites.
- b. Out-of-state travel: 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.

The written approval received must be attached to the travel claim when submitted to Fiscal for payment processing.

C. MEALS

To receive reimbursement for meals the employee must be at least 50 miles (one way) from their duty station (SAM 0206, DHHS). Meals will be reimbursed in accordance with the current GSA rates for the primary destination (current GSA rates are available at www.gsa.gov).

1. Travel Status

No more than 2 hours prior to flight departure time will be considered the official start of travel status. No more than 2 hours after the flight arrival time will be considered as part of the official travel status. In the event the travel does not involve a flight, then travel status start and end time frames will be determined between the employee and the supervisor ensuring least expensive method of travel per SAM.

Consideration will be given for official business travel status depending on flight and arrival times to address the timely beginning of a work shift and efficacy of the business needs. In these situations, the business travel status would allow for traveling the night before and per diem would be permitted when it is determined business travel.

Example 1: The individual has a meeting at 8:00 am, and the earliest flight is 6:00 am. This flight would make it difficult for an individual to fly, pick up fleet/rental, and arrive to their destination timely to prepare for the meeting. The flight the night before meets the business need, and the individual is eligible for per diem.

Example 2: The individual has a meeting at 12:00 pm, and a 6:00 am flight is available. The flight time is reasonable to accommodate the timely travel for the business need and for the work shift. A flight the night before would be considered for personal convenience and travel and is not eligible for per diem for that night.

2. Hours and Conditions

- Breakfast: Leave at or before 6:30 am
- Lunch: Leave at or before 11 am
Return after 1:00 pm
- Dinner: Leave at or before 5:30 pm
Return after 7:00 pm

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The times listed above do not start until an employee is on official state business, which is when they exhaust the time needed for their normal commute to work. The only exception to this rule is if an employee is starting travel from a location that is a shorter distance to their destination than their office, travel status will begin from that location. Below are some examples of when travel status will begin.

Examples:

- If an employee lives in Reno and is flying to Las Vegas, their travel time will start when they leave their home for the airport, and their commute to work will not be taken into consideration.
- If an employee lives in Minden/Gardnerville, is flying to Las Vegas and their office is in Carson City, their travel time will start from their office location.
- If any employee lives in Elko or rural area and is flying to Las Vegas, their travel time will start from their home or their office, whichever location is a shorter distance to the airport.

Please note, if employees choose to carpool, travel time still starts based on the examples given above for all employees carpooling.

If meals are included with lodging, training, conferences, or any other function attended for state business, reimbursement cannot be claimed.

Per diem, when traveling the night before to meet the business need, will conform to the hours and conditions listed in this section. Any hours in excess of the need are not eligible for per diem.

Example 1: The individual flies Sunday (night before) at 6:00 pm. This would meet the business need and be eligible for per diem for dinner.

Example 2: The individual flies Sunday (day before) at 10:00 am. This is in excess of the business need (if later flights were available) and is considered personal time up to dinner. The individual would only be eligible for per diem for dinner.

D. INCIDENTALS

Reimbursement may be claimed for incidental expenses (including fees for luggage carts, metered parking, subways, buses, toll charges, and tips) without a receipt in accordance with the current GSA rate. Incidentals may be claimed when the travel consists of a flight and/or an overnight stay.

E. MISCELLANEOUS EXPENSES

Employees may be reimbursed for actual expenses incurred for parking or vehicle storage fees for personal automobiles and commercial transportation costs (i.e., taxi,

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shuttle, etc.). An employee may also be reimbursed for use of internet services, computers, printers, faxing machines, scanners, conference room rentals, and official telephone calls/service. Additionally, an employee may be reimbursed for laundry cleaning/pressing services if the employee's official business related hotel stay is four consecutive nights or longer. Original receipts are required (SAM 0218).

F. MILEAGE

The designated office is the official duty station for all individuals working in the office and individuals on an approved telecommuting agreement. Mileage is reimbursed when mileage related to work functions has accumulated beyond an employee's regular daily commute (duty station). Miles should be rounded up to the nearest whole number (e.g., 60.3 = 61).

Individuals are required to use state owned vehicles whenever possible. Travel to locations beyond 50 miles one way requires the use of a Fleet Services Division vehicle. Reimbursement for use of a personal vehicle will be based on the current state rate at the time of travel; however, costs should not exceed the cost of using a Fleet Services vehicle. Using a personal vehicle for the employee's convenience will be reimbursed at half of the current state rate. To claim the standard rate, the individual must furnish proof of the vehicle log or supervisor approval demonstrating a state vehicle was unavailable.

Distances between points traveled will be as shown in standard highway mileage guides, in the Department of Transportation's official mileage table or by odometer readings. MapQuest and other mapping software are acceptable mileage guides.

Common examples of mileage scenarios are provided for your convenience on the Fiscal [Travel FAQ](#).

G. TRAVELING OUTSIDE OF AUTHORIZED BUDGET ACCOUNT

All travel expenses for State employees will be charged to the budget account through which the employee's salary and travel expenses are funded. The Division Administrator paying for the travel must approve exceptions to this rule in advance of the travel. The employee must submit an [Travel Out of Budget Memo](#) to the Executive Assistant for the Administrator's approval.

1. Travel from another agency/division's budget account

When an employee of one budget (Budget A) travels on official state business for another budget (Budget B), the employee's travel request shall be approved by both agencies, but the reimbursement to the employee will be processed by the employing agency (Budget A). This process will result in only one agency initially recording the travel expenses and will reduce the possibility that the travel claim could be erroneously processed in duplicate. Budget A may seek reimbursement from Budget

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B for the travel expenses. This reimbursement must be recorded as a reduction of expense.

H. COMBINING STATE BUSINESS AND PERSONAL TRAVEL

Employees combining state travel with personal travel must submit a written request for approval to the Program Manager or Unit Chief. After the Program Manager or Unit Chief approves the request, it must be approved by the Division Administrator as part of the travel approval process. The request must include proof of flight times and costs, and lodging costs for the personal vs business travel and clearly state the dates and times spent on personal versus the dates/times spent on business, the purpose for combining the two, and demonstrate how the costs incurred by the state are not increased by the personal travel. The employee must bear any costs associated with personal travel. A scanned copy of the approved request must be attached electronically to the trip plan within NEATS.

No travel cost reimbursement will be made during the times the employee is not on official state business. A fleet car cannot be reserved or used while on personal travel time.

Due to liability issues, when traveling in a personal vehicle or rental car with persons not on official state business, employees must be in leave status e.g., not on official state business and are not eligible for travel reimbursement costs.

1.16.9 TRAVEL ADVANCES

A. INDIVIDUAL LIABILITY TRAVEL (ILT) -CARD CASH TRAVEL ADVANCES

Cash travel advances obtained through the ILT card are subject to the following restrictions:

Reimbursement of cash advance ATM and ILT card fees are allowed for authorized advances up to the amount allowed by the Department of Administration; original ATM withdrawal receipt(s) must be attached to the Travel Expense Claim Form. An agency issued travel advance is not allowed if the traveler has a travel card.

B. AGENCY ISSUED TRAVEL ADVANCES

Please refer to [SAM 0222](#) for further detail.

If an employee is not eligible for the state facilitated credit card, a travel advance may be requested. Only State officers and employees may receive a travel advance. Independent contractors are not eligible to receive travel advances. Travel advances will be provided no sooner than 10 days prior to travel and will only cover the cost of one-night lodging and one day per diem. Travel advances will apply only to the trip on

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which the advance is requested; advances cannot be applied as a credit towards future trips in the event an advanced trip is cancelled.

C. TRAVEL CLAIMS WITH TRAVEL ADVANCES

Travel claims with travel advances must be submitted to the Fiscal Unit for processing within five working days after returning from travel status.

1.16.10 STATE FACILITATED CHARGE CARDS

A. ILT CARD

Employees who travel on state business may apply for and use the ILT card for all authorized, official state travel expenses including motel/hotel lodging, meals, and car rental expenses in accordance with the State Administrative Manual. Any employee applying for an ILT card must read and acknowledge the policy in the policy portal on their My Compliance page, acknowledge their responsibilities for appropriate usage, and sign the cardholder's agreement forms e.g., one for the Purchasing Division and one for the Division. The form is available on the SharePoint website in the Travel folder.

1. Criteria

Supervisors should determine which of their employees should receive a travel card based on the following criteria:

- a. State employees are only eligible to apply for and receive state sponsored travel cards if they have six (6) months of continuous state employment, travel four (4) or more times in a year, and do not have a balance with the current vendor that is delinquent more than 15 days, two (2) times in a one-year period.
- b. As a reminder, the State travel card is not intended for personal use, and while the charges incurred on the cards are individual liability, only State authorized travel expenses are allowed.

2. Payment of ILT Card Balances

Charges are billed each month to the employee's address. It is the responsibility of the employee to ensure that the balance on the card is paid timely.

3. Delinquent ILT Card

The contracted provider will suspend accounts that are 60 days past due and cancel accounts 120 days past due. The contracted provider will provide ADSD with a listing of delinquent accounts. If an account becomes delinquent, a lien against the account holder's accrued wages may be created.

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4. Abuse of ILT Card

The Division does not condone any abuse of the ILT Card. Although the ILT Card is issued to the individual employee, it is still a corporate card. The card is to be used for travel expense related to authorized official business only. Unofficial use of the card may lead to disciplinary action and/or canceling the ILT card.

B. GAS CARDS

The State of Nevada, Department of Administration utilizes three fuel providers: Nevada Department of Transportation (NDOT), Fleetwide and Clean Energy. See policy [1.13](#) State Agency Vehicles for more information.

1.16.11 FLEET SERVICES USE

For information regarding driver responsibility, defensive driver requirements, insurance and accident reporting, please see Policy [1.13](#) State Agency Vehicles.

A. VEHICLE REQUISITION

All Fleet Services reservations are made by the agency assigned Travel Clerk or Travel Desk based upon the approved trip plan.

Division staff, volunteers, contractors, committee, commission, or board members may requisition the use of a fleet services vehicle after receiving approval from his/her supervisor (SAM 1409).

A [MP-2 Vehicle Rental Request Form](#) must be completed and given to the Travel Clerk. Anyone requesting larger than a compact car will need to provide an explanation for fiscal purposes. Once received, the Travel Clerk will send the form to the appropriate fleet services office. The Travel Clerk will return the form to the requester. The requester will present to the Fleet Services Division a completed form (MP-2) signed by an authorized agency employee.

B. CANCELLATIONS

When a reservation needs to be cancelled, the employee will notify their supervisor and travel clerk to initiate cancellation. The online process is completed by the Travel Clerk. The Travel Clerk will log into the Fleet Services web page with the operator ID number and the email address of the employee, follow the link to reservations ID, and cancel the reservation and/or cancel the request via email.

C. FLEET SERVICES AND PERSONAL VEHICLE USE

State owned vehicles (i.e., monthly leased Fleet Services vehicles or agency owned vehicles) must be used by employees rather than personal vehicles whenever possible as it is the least expensive mode of travel. Preference for state owned

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vehicle use will be given to those staff members traveling outside of the urban area for long distances. Staff members are encouraged to utilize the agency assigned Fleet Services vehicle for "local" travel when it is not being utilized for long distance trips. Employees traveling to the same destination on the same dates of travel are encouraged to travel together whenever possible.

D. RENTAL CAR USE

Rental cars should only be scheduled for out-of-state travel by the Travel Clerk in the requester's office. All rental cars must be scheduled via a state approved vendor and must be the least expensive vehicle needed to accommodate travel needs.

1.16.12 EMPLOYEES TRAVELING AS MEMBERS OF NON-STATE AGENCIES

A. APPLICABLE RULES

When an employee travels on state business as members of official non-state advisory boards or similar bodies, they do so as a representative of the state, not as an interested private individual.

1. Travel Procedures

- a. State employees traveling as a member of an official non-state advisory board or similar body must submit a written request for approval to the Division Administrator.
- b. Whenever possible, the travel costs should be paid by the non-state agency.
- c. If all travel costs are paid by the non-state agency, no claims are to be submitted to the state for reimbursement.
- d. If the costs are to be borne by the State, normal travel policies and procedures must be followed.
- e. If partial payment of travel costs is required/approved by ADSD, a travel claim may be submitted for the remaining costs to Fiscal. The travel claim must include all (non-state agency and ADSD combined) travel costs for the trip, clearly delineate which costs are being paid by the non-state agency and which costs are being paid by ADSD, and the pre-approval must be attached (as stated above).

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1.16.13 NON-STATE EMPLOYEE TRAVEL

A. VOLUNTEER, CONTRACTOR, COMMISSION, COMMITTEE, OR BOARD MEMBER TRAVEL

When it is necessary for volunteers, contractors, commission, committee, or board members to travel on state business, they must be provided a copy of all ADSD travel policies by the Program Manager/Unit Chief, Deputy Administrator, or the Administrator. Volunteers, contractors, commission, committee, or board member must follow all ADSD travel policies.

1. Travel Procedures

- f. Since Contractors do not have access to NEATS, they must submit a Travel Request/Claim form provided by the Division for reimbursement. The Travel claim form must be signed by the Contractor and the Division staff managing and approving the travel.
- g. The GSA rates for the travel destination must be attached to the travel request sent to the Fiscal Unit.
- h. All travel must be by the least expensive method of travel.
- i. When using a personal vehicle, mileage will be reimbursed; fuel will not be reimbursed.
- j. Assigned ADSD staff must make travel arrangements on the appropriate forms provided by the Division.

If an agency chooses to reimburse travel expenses as part of the compensation to a personal service contractor, there must be a provision in the personal service contract establishing rates for travel reimbursement. The rates must match or be more stringent than the Division policy.