

From the *State Administrative Manual*:

#### TRAVEL STATUS - IN-STATE 0212.0

1. People in travel status shall receive \$5.50 for breakfast, \$6.50 for lunch, \$14.00 for dinner, \$58.00 for weekday lodging expenses, and up to \$2.00 per day for incidental expenses (fees for luggage carts, metered parking, subway/bus use, toll charges and tips). Receipts are not required for these travel rates. Employees may voluntarily claim amounts less than the established rates, based on actual expenses. Reimbursement may not be requested for meals served in-flight as part of the airfare or for meals included in conference registration fees.
2. People who are required to travel on weekends (Friday and Saturday) to serve the needs of the public are entitled to reimbursement of lodging expenses to a maximum of \$90.00 per night. Receipts must accompany reimbursement requests.
3. Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees for private automobiles and commercial transportation costs (i.e., taxi, railroad tickets, etc.). Receipts must accompany reimbursement requests.
4. 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. On or before July 1 of each year, the Department of Administration shall issue an All-Agency memorandum reflecting the current rate. That rate will be in effect throughout the fiscal year.
5. An employee using his own personal vehicle for the employee's convenience will be reimbursed at one-half the standard mileage reimbursement rate.

#### TRAVEL STATUS - OUT-OF-STATE 0214.0

1. People in travel status shall receive \$5.50 for breakfast, \$6.50 for lunch, \$14.00 for dinner, and up to \$2.00 per day for incidental expenses (fees for luggage carts, metered parking, subway/bus use, toll charges and tips) without a receipt. Reimbursement may not be requested for meals served in-flight as part of the airfare or for meals included in conference registration fees. Agencies requesting reimbursement of incidental expenses in excess of \$2.00 per day without a receipt require prior approval by the Budget Division and must be included in the agency's detailed written travel policy required in SAM

0206.0.

2. Employees will be reimbursed for actual lodging expenditures up to \$90.00 per night. In New York, San Francisco, Washington DC and vicinity, Chicago, Dallas, Denver and Los Angeles, the maximum rate will be \$150.00 plus tax. Receipts must accompany reimbursement requests if the cost exceeds the in-state lodging rate. When requesting reimbursement for higher room rates, the employee must get pre-approval by their cabinet level department head or their designee and must attach a copy of the approval to their reimbursement request.

3. Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees for private automobiles and commercial transportation costs (i.e., taxi, railroad tickets, etc.). Receipts must accompany reimbursement requests.

4. 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://www.state.gov/m/a/als/prdm/>.

5. 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. On or before July 1 of each year, the Department of Administration shall issue an All-Agency memorandum reflecting the current rate. That rate will be in effect throughout the fiscal year.

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

7. When an employee is traveling out-of-state for longer than one week, he may be reimbursed for the cost of having his clothes laundered. Receipts must accompany reimbursement requests.

#### AIR TRANSPORTATION BETWEEN LAS VEGAS AND RENO 0216.0

The State and Southwest Airlines (SWA) have entered into an agreement to provide air transportation for all State employees, contract employees, and members of boards and commissions who travel between Las Vegas and Reno on official business. The contract requires SWA to provide this service at a fixed one-way rate. Each Reno/Las Vegas travel segment booked, either direct through SWA or by a travel agency, will include federal tax, airline tax, and an airport facility charge in addition to the fixed one-way rate. The current

approved contract amount can be obtained from the "Good of the State Contracts" section of the Purchasing Division's website at [www.state.nv.us/purchasing](http://www.state.nv.us/purchasing) <<http://www.state.nv.us/purchasing>> or from the Purchasing Division's Services Section at 775-684-8671.

If SWA is not utilized, an exception form must be filled out and signed by the employee and approved by the Department/Division Director and attached to the voucher paying the airfare.

To purchase airline tickets, an agency can either contact SWA direct or use one of the travel agencies with which the State has agreements. (Contact the Purchasing Division's Services Section at 775-684-8671 for the names of these travel agencies and the guidelines on how to access these contracts.) The current travel contract requires the use of the Diners Club ghost account, ticketless travel, and allows for one ticket change per service fee.

#### BONUS FLIGHT POINTS 0217.0

Several commercial airlines allow the accumulation of free bonus flight points to travelers based on miles flown or as an inducement to travel with that airline. Any flight bonus points received by State agencies or State employees as a result of State-paid air travel should, whenever possible, be used by the agency to meet State travel needs.

#### USE OF RENTAL CARS 0218.0

The Motor Pool must be used when available before rental cars for in-state travel. When not available, or when traveling out-of-state, a rental car may be used when rented from companies with which the State has agreements. (Contact the Purchasing Division's Services Section at 775-684-8671 for the names of these companies, and the guidelines on how to access these contracts.) When renting from these companies, it is not necessary to purchase collision damage waivers, as these protections are already included in the negotiated overriding agreement. Should an employee be required to rent a vehicle outside of these agreements, he/she should, if possible, rent the vehicle using the State facilitated credit card (currently Diners Club), which provides coverage for physical damage to the rented car.