

BOARD OF PAROLE COMMISSIONERS
DRAFT TRAVEL POLICY

AG REVIEW BY: N/A	ORINATION DATE: 9/28/2017	APPROVED BY: Nevada Board of Parole Commissioners
REFERENCES: NRS §281.160, §281.172, §281.173, SAM Chap 0200, GSA Rates at www.gsa.gov	DATE EFFECTIVE: Upon BOE Approval	SUBJECT: Travel
PROCESSED BY: Board of Parole Commissioners	REVISION DATE:	

A. PURPOSE:

Mission-oriented reasons for travel include, but are not limited to, parole hearings, training, meetings, conferences, seminars, and operational activities. The primary purpose of this policy is to ensure that funds allocated for travel and training are properly used in a manner that facilitates the completion of the Board of Parole Commissioners' (Board) mission and other training needs. For travel issues not addressed in this policy, refer to SAM 0200, NRS, & NAC.

This policy supersedes all prior Board travel policies. Additionally, where travel reimbursement may apply, this policy is intended to address funds that are administered by the Board.

B. POLICY:

1. General Travel Requirements

- a. This policy pertains to employees of the Board. For the purpose of this policy, "Board employees" include classified and unclassified employees, and non-state employees (contracted case hearing representatives) traveling on state business. For independent contractors, refer to SAM 0320.
- b. All travel purchases should be in accordance with NRS, NAC, SAM 0200, and this policy. The Board's fiscal manager will ensure availability of the required funding.
- c. Required travel is based on the monthly hearings caseload and calendar, training, mediation, personnel, meetings, court hearings and inventory control.
- d. When and if it becomes necessary to arrange travel for non-state employees traveling on state business, the Board may make all airline reservations and process the billings for payment through the State system.

- e. The Chairman is responsible for ensuring that all travel is necessary for the accomplishment of the Board's mission.
 - 1) The traveling Board employee has specific responsibility for ensuring compliance with this policy.
 - 2) Board employees shall ensure that all travel claims submitted for reimbursement are accurate and justified.
 - 3) The fiscal manager or designee shall indicate on the Travel Expense Reimbursement Claim Form (TE) the budget account to be charged for Board employee's travel. The Board shall use the most current TE form supplied by the Department of Public Safety.
 - 4) If an exception to the travel guidelines is made due to exigent circumstances, it must be documented and justified in detail and submitted along with the request for reimbursement. Failure to properly document an exception to the travel requirements may result in denial of the travel claim and the Board employee having to pay for the cost of the travel.
- f. Per SAM 0210, travel expenses for State employees shall normally be charged to the budget account specifically appropriated or authorized to provide for the employees' salary and/or travel expenses. Any exceptions to this rule shall be approved by the Department of Administration – Budget and Planning Division in advance of the travel. Documentation of approval for any out-of-budget travel is to be attached to the reimbursement claim when it is submitted for payment.
- g. Travel should be accomplished by the least expensive mode practicable. Board employees shall arrange their own lodging, with lodging reimbursement not to exceed the Federal GSA lodging limits.
- h. Meals provided at meetings, conferences, seminars, will not be eligible for reimbursement, with the exception of continental breakfasts.
- i. To avoid unnecessary overtime, travel should take place, whenever possible, during regularly scheduled shift times or normal business hours. The Chairman or supervisors shall ensure any overtime worked for travel is justified. Since overtime must be pre-approved, the employee shall anticipate any overtime, which may reasonably be expected to occur and obtain supervisory approval before the travel takes place.
- j. On those occasions when the Board employee uses his/her own vehicle to conduct state business:
 - 1) Mileage reimbursement may be claimed based on the conditions

detailed under Section C “Definitions” of this policy.

- 2) Nevada’s Risk Management Auto Insurance Coverage Matrix details coverage for vehicle accidents resulting in property damage or bodily injury when using a personal vehicle on State business. The matrix is incorporated by reference and is included with this policy as Attachment 1.

k. Air-Travel

- 1) Airline tickets may only be purchased using the State Ghost Card account with prior approval.
- 2) The fiscal manager or designee will be responsible for processing unused non-refundable airline tickets.

l. Three means of funding travel may be used. They are, in descending order of preferred use:

- 1) Self-funded travel – the traveler funds their own travel (per diem and lodging) and submits a Travel Expense Reimbursement Claim for the same. A travel reimbursement claim must be submitted within 5 days of travel.
- 2) A Board employee may obtain a travel advance based on a written estimate of related expenses. These expenses shall be limited to meals and lodging based on the rate structure in the GSA Domestic Per Diem Rates list. Refer to SAM 0226 for additional information.
 - a) The agency funded travel advance shall not include conference or seminar registration fees.
 - b) Additional advances shall not be granted to any Board employee if they have an outstanding travel advance over 30 days in arrears.
 - c) Agency funded travel advances constitute a lien upon the accrued wages of the requesting board member or employee (NRS §281.172, and §281.173).
- 3) Travel advance through the state sponsored credit card – when issued to a Board employee: the traveler obtains a cash advance through their state sponsored credit card and submits a Travel Expense Reimbursement Claim at the end of the travel. The use of the credit card advance is subject to the following restrictions:
 - a) Cash advance is limited to \$200 per 7-day period unless exigent circumstances exist.
 - b) The charge card fee(s) for cash advances on the state sponsored credit card are reimbursable subject to the limitations of SAM 0226.

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- c) Failure to submit a travel reimbursement claim within 5 days of travel may result in denial of interest/fee charges reimbursement in accordance with SAM 0226.
 - d) Refer to SAM 0218 for a full list of restrictions.
- m. All domestic Per Diem and lodging shall follow the rate structure on the GSA Domestic Per Diem Rates website, www.gsa.gov. All international Per Diem and lodging shall follow the rates in SAM 0218.
 - 1) There will be no deviations from the assigned rates unless specifically authorized by SAM or this policy.
 - 2) The state approved GSA lodging rates do not include taxes or surcharges.
- n. The following minimum requirements apply to reimbursement procedures:
 - 1) Application for reimbursement shall be made using the forms and other methods of documentation required by this policy. In most cases, the employee's TE, approved by the fiscal manager, and any memos and receipts needed to document exceptions and expenditures will be sufficient.
 - 2) In cases where a Board employee's request for travel involves traveling for personal as well as professional reasons, the agreement between the Chairman or approving supervisor and the traveling board member or employee shall be documented in writing (e-mail or memorandum) and agreed to, prior to travel. This documentation will then be submitted with the TE upon completion of travel. Any increase in travel costs due to changes for personal travel shall be an expense of the Board employee.
 - 3) Per Diem rates shall be established by SAM and implemented by the Board. These rates may differ depending on travel destination and time of year.
 - a) Under these guidelines, there will be no need to identify breakfast, lunch, or dinner unless the travel is to a formal event (conference, seminar, training, duty assignment or operation etc.), which provides a specific meal. If this is the case, the traveler must exclude that meal from their reimbursement. The reimbursement rate for individual meals may be found at the GSA website identified above under the "meals and incidental expense breakdown".
 - b) A "continental breakfast" is not considered a meal.
 - c) The defined per diem "incidental" expense shall not be excluded from the meals and incidental expense rate. If the Per Diem is earned, the incidental expense will be included in the reimbursement. If the Per Diem is not

- earned, the incidental expense will not be reimbursed.
- d) Other work-related expenses, including work-related telephone, internet fees, parking, tolls, etc., may be reimbursed with receipts, appropriate written explanation of the charges, and supervisory approval. For additional information, refer to SAM 0218.
- 4) A properly completed TE which has been submitted to the fiscal manager or designee and approved by the fiscal manager shall be used to request reimbursement.
 - 5)
 - a) A properly completed TE will have receipts attached for each expense claimed except meal per diem and incidental per diem.
 - (1) In State Travel-Lodging receipts are required for all lodging expenses.
 - (2) Out of State Travel-Lodging receipts are required for all lodging expenses.
 - (3) All TEs must be signed by the traveler, prior to reimbursement, unless exigent circumstances arise, at which time the Chairman or immediate supervisor must sign the TE pending documentation from the traveler upon return.
 - (4) If exigent circumstances arise that do not allow the board member or employee to sign the TE, the exigent circumstances must be documented by the Chairman or supervisor. Under these conditions, the traveler must forward an e-mail or memo to the Chairman or supervisor confirming the travel and authorizing the payment of the travel claim in lieu of their signature. It shall be the responsibility of the Chairman or supervisor, under these circumstances, to ensure the TE is completely and correctly documented to support the TE.
 - b) Reimbursement claims by the Chairman shall be submitted to the fiscal manager, or their designee for approval.
 - 6) The Board employee must have the Chairman or supervisor approval prior to using a personal vehicle to conduct Board business in order to receive reimbursement for mileage. Use of a personal vehicle for business travel is subject to the restrictions and requirements defined in “1(e) and 1(j,2) above and SAM Chapter 0218.

- 7) For single or partial day travel, Meals & Incidental Expense (M& IE) Per Diem will be paid at the following rate:
 - a) If the traveler is in travel status for less than 8 hours, M & IE Per Diem will not be paid;
 - b) If the traveler is in travel status for at least 8 hours but less than 10 hours, M & IE Per Diem will be paid at the rate of 25% of the daily standard rate for the traveler's destination;
 - c) If the traveler is in travel status for at least 10 hours but less than 12 hours, M & IE Per Diem will be paid at the rate of 50% of the daily standard rate for the traveler's destination;
 - d) If the traveler is in travel status for at least 12 hours but less than 14 hours, M & IE Per Diem will be paid at the rate of 75% of the daily standard rate for the traveler's destination;
 - e) If the traveler is in travel status for at least 14 hours, M & IE Per Diem will be paid at the rate of 100% of the daily standard rate for the traveler's destination;
 - f) The applicable Per Diem rate will be determined by the city/county where a majority of work was performed for that day. At no time will reimbursement be based on the traveler's duty station or be more than GSA standards.
- 8) For multiple days of travel, the Per Diem will be calculated as explained above for the first and last day of travel, using midnight as the stop time for the first day of travel and the start time for the last day of travel. All intervening days will be paid at 100% of the prevailing daily Per Diem rate, as defined by GSA, subject to the restrictions in this section.
- 9) Per Diem and lodging rates are based on where the lodging occurs.

2. In-state Travel (SAM 0210, 0212)

- a. All airline travel between Reno and Las Vegas must use the Southwest Airlines corporate Internet booking tool, SWABIZ. For more information, refer to SAM 0212.
- b. As an optional means of transport between Carson City and Las Vegas, the Nevada Department of Transportation conducts flight operations using the State Plane. Passage may be scheduled on an as-available basis with a maximum of two weeks advance notice. Arrangements may be made through NDOT flight operations at (775) 888-7510.
- c. If an employee traveling in-state is unable to obtain lodging at the

predetermined GSA rate because of extenuating circumstances, the Chairman may authorize the expenditure up to 150% of the standard CONUS rate. For specific definitions of extenuating circumstances and authorized rate limits, refer to SAM 0210. Reimbursement will only be made at the stated receipt amount (at or below the CONUS/GSA rate) or as extenuating circumstances are approved as stated above.

- d. Except as otherwise provided for in section B.4., State officers and employees are eligible for per diem reimbursements only if they are 50 miles or more from their official work station.

3. Out-of-State Travel (SAM 0210.0)

- a. Requests for out-of-state travel must be pre-approved from an appropriate authority. Travel requests shall be documented using an Out-of-State Travel Authorization form (available on the Shared Drive "Forms" folder).
- b. The signatures of an appropriate authority or designee, and the fiscal manager or designee will evidence approval.
- c. Receipts are required for all expenses claimed for reimbursement with the exception of per diem meals and per diem incidentals.
- d. If a board member or employee traveling out-of-state is unable to obtain lodging at the predetermined GSA rate because of extenuating circumstances, the Chairman may authorize the expenditure up to 175% of the federal lodging rate for surveyed out-of-state sites or up to 300% of the CONUS rate for non-surveyed out-of-state sites. For specific definitions of extenuating circumstances and authorized rate limits, refer to SAM 0210.

4. Exemption to 50-Mile travel designation in accordance with SAM 0204.

- a. When the State of Nevada is the host State for a training conference of the Association of Paroling Authorities, International, (APAI), if the conference location is less than 50 miles, but more than 25 miles from a principal duty station of the Board, a Board employee assigned to that duty station is allowed reimbursement for lodging, per diem and other travel expense, if the Board employee been assigned to perform various host committee duties by the Chairman of the Board. Host committee duties include, but are not limited to; vendor/exhibitor coordination; media relations/photography; host city/tourism coordination; registration/hospitality; transportation; audio/visual duties; and general administrative support.

C. DEFINITIONS:

1. *Travel Status:* The Board employee's ultimate travel destination is at least 50 miles from their principal duty station, or at least 50 miles from home if the traveler commences travel without initially reporting to his/her primary duty station, whichever is less, in accordance with SAM 0204. Employees are considered to be in travel status from portal to portal.
2. *Mileage Reimbursement – Non-Travel Status:* A Board employee using his/her own vehicle to attend to work-related duties including training, meetings, conferences or other duties within 50 miles of the Board employee's primary duty station is entitled to mileage reimbursement.
3. *Mileage Reimbursement – Travel Status:* Board employees using his/her own vehicle for the State's convenience; the mileage reimbursement rate will conform to the most recently published All Agency Memorandum from the Budget Office specifying approved rates. Board employee's using his/her own personal vehicle for the employee's convenience; the employee will be reimbursed at one-half the standard mileage reimbursement rate published in the most recent All Agency Memorandum from the Budget Office.
4. *Mileage Reimbursement – Calculation:* When calculating mileage for Travel Status or Non-Travel Status claims to be reimbursed, a Board employee using his/her own personal vehicle will be compensated for any miles driven in excess of his/her normal commute unless the Board employee is departing from their primary duty station. A Board employee's normal commute is the roundtrip mileage between the employee's residence and his/her official duty station. Additional mileage incurred for items such as meals or entertainment will not be reimbursed. This applies regardless of the day which the travel occurs (e.g., workday, regular day off, etc.). Refer to SAM 0218.