NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES

POLICY AND PROCEDURE

SUBJECT: TRAVEL PROCEDURES

NUMBER: NN-HR-05

ORIGINAL DATE: 08/03/06

REVIEW/REVISE DATE: 8/20/09, 9/20/12

APPROVAL: Cody L. Phinney, Agency Director

PURPOSE:

To establish procedures for employees who travel on official state business, while ensuring compliance with federal and state regulations.

POLICY:

All travel requests require prior authorization. Whenever possible, alternative communication methods (conference calls, video conferencing, and internet-based options) should be utilized to reduce the need for travel.

REFERENCES:

MHDS Policy A-1.3 Division of Mental Health and Developmental Services Travel Policy

Nevada State Administrative Manual (SAM), 0200 Travel
United States General Services Administration: http://www.gsa.gov

PROCEDURES:

1. General Procedures

   A. Employees are responsible for obtaining prior approval from designated agency personnel for all travel by completing the Travel Request form.

   B. Travel status begins when an employee leaves their workstation or when an employee leaves home, whichever is closest to the destination.

   C. Employees will be reimbursed for actual expenses incurred for parking, shuttles, or taxi, etc. Original
   Original receipts are required.

   D. Combining state business with personal travel must not result in any additional costs to the state and must be approved in
   advance by the Agency Director or designee. Reimbursement will be based on what the employee would have claimed without using personal leave.

2. Per Diem Reimbursement

   A. Employees must be at least 50 miles one-way from their duty station to receive reimbursement for meals, incidentals and lodging.

B. Employees will receive reimbursement at the rates established by the United States General Services Agency (GSA).

C. Original receipts are required for all lodging expense.

D. Meal reimbursement is determined based on the following:

1. Breakfast: Departure at or before 7:00 a.m.
2. Lunch: Departure at or before 11:00 a.m., and Return at or after 1:30 p.m.
3. Dinner: Departure at or before 5:30 p.m., and Return at or after 7:00 p.m.

E. In addition to meal and lodging rates, incidental expenses are allowed only for trips when lodging is required. Incidental expenses up to the GSA rate for incidentals do not require a receipt and must be listed on the Travel Claim. The incidental rate is intended to cover fees for luggage carts, metered parking, subway/bus use, toll charges and tips.

3. Out-of-State Travel

A. Out-of-State travel requires prior approval by the Agency Director, the Division Administrator, the Agency Fiscal Office, and the Director of the Department of Health and Human Services. The Out of State (OOS) Anticipated Travel form requesting such approval must be submitted at least four weeks prior to the trip. If the four-week requirement cannot be met, a memo justifying the delay must be included.

B. An OOS request is required even if there will be no travel expenses paid by agency. If the employee will be attending an activity, meeting or event out of state during normal work hours an OOS request must be approved as outlined in subsection A.

C. The OOS request must include a memo justifying the need for the travel; the benefits to the State of the activity must be included.

D. Lodging and per diem rates for out of state travel are set by the GSA for each city/county. Meal reimbursement is determined based on the time schedule set forth in this policy.

4. Motor Pool and Agency-Owned Vehicles

A. It is the policy of the state that employees make every effort to use a state owned vehicle rather than private automobiles whenever possible.

B. Only state employees are authorized to drive state owned vehicles and only persons traveling on state business are authorized passengers.

C. To operate a state owned vehicle, you must have a valid driver's license and be able to show proof of Defensive Driving course completion.

5. Use of Private Automobiles

A. It is preferred that employees use state owned vehicles when available, possible, and practical.

B. If, in the course of official duties, an employee must use their own car, mileage will be reimbursed at the rates as determined by the Department of Administration.

C. If a State vehicle is available and an employee is approved to use their private vehicle for personal convenience when conducting state business, the mileage will be reimbursed at one-half of the standard mileage reimbursement rate as set forth by the Department of Administration each July 1.

D. Mileage reimbursement is intended to cover travel costs to employees over and above what would be incurred while commuting to the official duty station. As a result, only the additional mileage above the usual and customary commute should be claimed.

E. Employees must never use their private vehicles to transport consumers

6. Public Transportation

A. When using public transportation, an employee is required to use the least expensive method. For example, coach airfare should be used in lieu of first class; airport shuttles should be used instead of taxicabs, etc.

B. Bookings should be made at least 14 days in advance to ensure the best price.

C. In-state airfare accommodations should be made using the NNAMHS credit card on the internet through Southwest.com using

the SWABIZ website for all air travel between Reno and Las Vegas.

D. Airfare is to be booked refundable.

7. Reimbursement Procedures

A. Claim for reimbursement is made on the Travel Expense Reimbursement Claim form, which is located in the Desktop Links Forms folder.

B. More than one local trip may be claimed on the same form.

C. Travel claims should be submitted for reimbursement within five working days of trip completion. Claims submitted after 30 days require a memo of justification of extenuating circumstances, and may be reimbursed at the discretion of the Agency Director or designee.

D. Original receipts for lodging, public transportation, parking fees, training or conference registration must be attached to the Travel Expense Reimbursement Claim form.

E. If a meal is provided at a conference or meeting or as part of public transportation, reimbursement may not be claimed. Continental breakfasts are not considered a meal.

8. Amendments or Cancellations

A. If a trip must be cancelled, it is the responsibility of the employee to contact the designated administrative travel liaison, or the agency fiscal office to cancel all arrangements.

B. Trip documentation must be amended anytime travel dates change or total anticipated costs change, before actual travel occurs.

C. If unforeseen circumstances arise during travel, a written justification for Agency Fiscal Office approval must be attached to the reimbursement claim.