

TRAVEL POLICY TO QUALIFY FOR STATE GRANT REIMBURSEMENT

NDEP Bureau of Safe Drinking Water
Water Protection Coordination (“Security”) Grant from U.S. EPA

TRAVELER’S RESPONSIBILITIES:

It is the Traveler’s responsibility to:

1. Comply with this policy, use proper travel-related forms, and complete travel forms accurately.
2. Submit all requests for travel to the NDEP for approval in advance of the trip using the Travel Record (Travel Request Form);
3. Submit the Travel Expense Reimbursement Claim form within “Time for Filing” deadlines identified below (page 4);
4. Ensure that travel arrangements are properly cancelled and the NDEP is notified immediately if it is necessary to cancel a trip.
5. **QUESTIONS?** Any questions on this policy or the associated forms can be answered by calling: Pam Glass, NDEP, 775-687-9518 or Tanya Mead, NDEP, 775-687-9322

PRE-AUTHORIZATION FOR TRAVEL:

1. All Travelers must obtain approval from the NDEP Security Grant Manager (or authorized representative) prior to beginning *any* travel. Authorization shall be obtained by completing a Travel Record (Travel Request Form) and obtaining appropriate signatures. The NDEP will return-fax the signed form to the fax number provided by the traveler. Commitment of travel costs (i.e. pre-paid reservations) prior to obtaining approval from the NDEP are at the risk of the traveler.

SUBMIT THE TRAVEL RECORD (TRAVEL REQUEST FORM)

by mail to:

Nevada Division of Environmental Protection
Bureau of Safe Drinking Water – Security Grant Manager
901 South Stewart Street, Suite 4001
Carson City, NV 89701

or by fax to: Bureau of Safe Drinking Water – Security Grant Manager
775-687-5699

PER DIEM REIMBURSEMENT RATES & RULES:

Travelers in travel status shall receive reimbursement at the rates established by the US General Services Administration (GSA) for the state of Nevada. *Tables of locations, rates & rate breakdowns are included as the last page of this document.*

LODGING:

- Maximum per diem reimbursement rates for Nevada's lodging, meals and incidental expenses are established by city and vary by season.
- *Receipts are required* for all lodging expenses *except* in cases where a traveler requests the standard Continental United States (CONUS) federal per diem rate for Nevada of \$70.00, or less.
- In addition to the reimbursable lodging rates, travelers may be reimbursed for lodging taxes and fees. Lodging taxes are limited to the taxes on maximum reimbursable lodging costs. For example, if you are in rural Nevada and elect to stay at a hotel that costs \$100 per night, you can only claim the amount of taxes on \$70.

MEALS:

- Meals will be reimbursed in accordance with the meals and incidental expense (M&IE) allowance. The M&IE rates vary by season. *Receipts are not required.*
- Travelers may receive reimbursement for breakfasts even though continental breakfasts are provided.
- Travelers are to 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 following represents Division policy for eligible times on travel status to receive per diem meal reimbursements:
 1. To be eligible to receive breakfast, traveler must leave his/her duty station's city/town of origin before 7:00 a.m.;
 2. To be eligible to receive lunch, traveler must leave his/her duty station's city/town of origin prior to 11:00 a.m. and return after 1:00 p.m.;
 3. To be eligible to receive dinner, traveler must leave his/her duty station's city/town of origin no later than 5:00 p.m. and return after 6:00 p.m.;
 4. *Additionally, traveler must also be **at least 50 miles** from his/her official duty station's city/town of origin to receive meal compensation (i.e. operators from Winnemucca will NOT be eligible for meal reimbursement for the ICS/NIMS training).*

MILEAGE:

The NDEP will reimburse mileage to a Traveler at a rate of \$0.505/mile for use of the Traveler's personal vehicle during calendar year 2008. This rate may be amended by the State for calendar year 2009. Check with the NDEP Security Grant Manager for the 2009 rate.

Travelers will not be reimbursed for normal commute miles. Mileage begins from the Traveler's official duty station or from home, *whichever is less*.

The NDEP will reimburse the Traveler's *Employer* for mileage at a rate of \$0.505/mile for use of the *Employer's vehicle* for approved travel. A separate Travel Expense Reimbursement Claim form is required to be submitted by the Employer if such reimbursement is sought.

MISCELLANEOUS PROVISIONS:

- This grant is not providing salary of any kind for travel under this grant. It is for travel and per-diem expense reimbursement only.
- The State does not assume any insurance liability through this expense reimbursement.

COMBINING PERSONAL BUSINESS WITH STATE BUSINESS:

A traveler who wishes to combine personal business with State business must obtain additional prior written approvals from the NDEP-BSDW Security Grant Manager and NDEP Administration. The traveler must submit a memo with the Travel Record (Travel Request Form) that is detailed and clearly demonstrates that costs to the State will not be increased due to personal business. Examples of such personal business includes, but is not limited to, extended days not required for the training/meeting or traveling with a spouse.

TRAVEL EXPENSE REIMBURSEMENT CLAIMS:

- Travelers must submit a *Travel Expense Reimbursement Claim (Travel Claim)* form to be reimbursed for their expenses.
- **Time for Filing:** The *Travel Claim* is to be completed by the traveler and submitted to the NDEP-BSDW Security Grant Manager within the following time frames:
 1. The *Travel Claim* must be submitted within one (1) month after completion of the trip for travel completed between July 1 and March 31;
 2. The *Travel Claim* must be submitted within two (2) weeks after completion of the trip for travel completed between April 1 and June 30;
- The *Travel Claim* must be signed by the traveler, attesting that it is a true and correct claim. Faxing the form will begin the reimbursement process; however, the traveler's full, *original*, signature is required.

Mail to:

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775-687-5699

RECEIPTS:

Receipts and documents required to be submitted with the *Travel Expense Reimbursement Claim* are as follows (as applicable):

1. Passenger receipt copy of the airline ticket or ticket-less itineraries. Note any flight changes from the original itinerary;
2. Original receipts for:
 - In-state lodging (unless the standard CONUS rate for Nevada of \$70.00 is claimed)
 - Airport parking
 - Rental cars (& gasoline purchases) and
 - Ground transportation (taxi, shuttle, etc.).

If a lodging receipt is unavailable because of use of an on-line booking service, e.g. Expedia, a reservation receipt will be accepted if it shows payment made and is supported by other receipts or other associated travel documents, e.g. airfare receipt, airport parking, proof of attendance, etc.;

3. A copy of the signed Travel Record (Travel Request Form). The NDEP-BSDW Bureau Chief must approve actual total costs that exceed the Pre-Approved Travel Record. Overages must be justified by the traveler on the *Travel Claim*.

Receipts are not required for the following incidental expenses:

1. Up to \$3.00/day for charges such as tips, metered parking, toll charges, and luggage carts;
2. Actual charges for subway or bus fares when a receipt is not available.

PER DIEM REIMBURSEMENT RATES NEVADA – FEDERAL FY 08

(October 1, 2007 through September 30, 2008) from GSA website at www.gsa.gov
<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0> “Travel Resources Per Diem Rates”

NOTE: If neither the city nor the county is listed, the location is a standard CONUS destination with a rate of \$70.00 for lodging and \$39.00 for meals and incidental expenses (M&IE).

Primary Destination (1)	County (2, 3)	Max Lodging (exc. taxes)	+	M&IE Rate	=	Max Per Diem Rat
Incline Village / Crystal Bay / Reno / Sparks (October 1 - May 31)	Washoe	104		49		153
Incline Village / Crystal Bay / Reno / Sparks (June 1 - August 31)	Washoe	152		49		201
Incline Village / Crystal Bay / Reno / Sparks (September 1 - September 30)	Washoe	104		49		153
Las Vegas (October 1 - December 31)	Clark	108		64		172
Las Vegas (January 1 - May 31)	Clark	124		64		188
Las Vegas (June 1 - August 31)	Clark	93		64		157
Las Vegas (September 1 - September 30)	Clark	108		64		172
Stateline, Carson City	Douglas, Carson City	91		64		155

MEALS & INCIDENTAL EXPENSES (M&IE)

The following table shows the breakdown of breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals and incidental expenses while on travel. **The M&IE rates differ by travel location. View the per diem rate for your primary destination to determine which M&IE rates apply.**

	<p>The M&IE rates differ by travel location. View the per diem rate (http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943) for your primary destination to determine which M&IE rates apply.</p>					
M&IE Total	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31
Incidentals	3	3	3	3	3	3

