



NEVADA STATE

C O L L E G E

TRAVEL MANUAL

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I – PURPOSE

The purpose of this Travel Manual is to provide departments, supervisors, and employees, with specific guidelines covering Nevada State (NS) travel and related travel expenses.

It is expected that employees will interpret these guidelines in a manner that keeps expenses to a minimum and fairly assigns the costs of business-related activities to the applicable worktag (account). Employees should bear in mind that government agencies and other observers may perceive certain expenditures as being either excessive or inappropriate in the context of a regulatory audit, an IRS audit, or other similar review of NS activities. Thus, moderation and discretion should guide employees' decisions to incur expenses on behalf of the institution.

II – DEFINITIONS

Accountable Plan – An Internal Revenue Service (IRS) requirement where allowances or reimbursements paid to employees for job-related expenses are excluded from wages and not subject to withholding.ⁱ

Budgeted Travel – A pre-determined maximum amount of reimbursable travel expenses set by the department. Any travel expenses above and beyond the budgeted travel amount must be funded externally (e.g., grants, personal funds).

Candidate – A highly rated job applicant who has been invited to the NS campus for an in-person interview.

CONUS – Continental United States

Contingent Worker – A volunteer in Workday who is not compensated or eligible for benefits.

Eligible Traveler – NS employees, students, volunteers, or candidates.

Employee – A person employed by NS in a full- or part-time capacity.

Employer Convenience – When an employee's supervisor determines that an employee's personal vehicle is the preferred means of transportation and the employee would then be eligible for full mileage reimbursement.

Employee Convenience – When an employee's supervisor determines that a rental car or state motor pool vehicle is the preferred means of transportation, but an employee receives an exception to drive their personal vehicle. Mileage reimbursement would be at 50% of the mileage reimbursement rate.

Field Trip – An off-campus activity that is in addition to or in place of the regular class location that involved students, is organized and supervised by NS faculty, and is for a specific date, time, and place.

Exempt Employee – An employee who is not eligible for any overtime pay or minimum wage requirements (i.e., academic faculty, administrative faculty, LOA/LOB, PTI).

Group Travel – Two or more people traveling to the same destination for the same purpose. The group has a designated leader who is responsible for the entire group and submits one Workday Spend Authorization and Expense Report on behalf of the group.

Hosted Meal – Meals taken with students, donors, colleagues, or employees during which specific business discussions or activities take place.

Individual Travel – One NS faculty or staff member traveling to a destination on business for NS.

Lodging – A sleeping accommodation procured at a prearranged place such as a hotel in accordance with approved travel related to a meeting, conference, or training session.

Meals & Incidental Expenses (M & IE) – Meals and incidental expenses incurred during travel; typically covered by per diem.

Non-Exempt Employee – An employee that is entitled to the federal minimum wage and overtime pay (i.e., Classified, non-student hourly, student worker).

Student Travel – Travel by any currently enrolled NS student, who is traveling in the capacity of a student and not as an employee. If a student worker is traveling on behalf of their NS job, the travel falls under their role as an employee.

Travel Expense – Any approved travel expense as defined by NS, the NSHE Board of Regents, or State of Nevada Administrative policy.

Travel Status – Travel status is used to determine the maximum lodging and meal per diem amounts reimbursable to travelers. During normal work days, travel status begins at the time the traveler leaves the normal worksite. During non-work days, travel status begins at the time the traveler leaves their residence.

III – ALLOWABLE TRAVEL EXPENSES

As with all allowable business expenses, the travel must be a necessary, reasonable, appropriate non-compensation expense incurred for a valid business purpose to fulfill the mission of NS. While such allowable expenses may be eligible for payment by NS funds, other funding sources may have more restrictions (e.g., federal grants)ⁱⁱ. Travel expenses must also follow Generally Accepted Accounting Principles (GAAP), comply with federal, state, and local rules/regulations, and meet IRS Accountable Plan components:

- There is a business connection to the expenditure
- There is adequate accounting by the recipient within a reasonable period of time
- Excess reimbursements or advances are returned within a reasonable period of timeⁱⁱⁱ

Additionally, NS requires that business expenses be reasonable and appropriate in that the expense is not extreme or excessive, reflecting a prudent person's decision to incur the expense.

Expenses incurred while in official "business travel" will be reimbursed only if the expenses are properly authorized, reasonable, and documented. It is the traveler's responsibility to comply with the NS Travel Manual. The supervisor who approves the travel is responsible for accurately

reviewing expenses submitted on expense reports and procurement card verifications for NS travel expenses.

Travel expenses must, at a minimum, conform to the policies and procedures as outlined by NS, *NSHE Board of Regents Procedures and Guidelines*, and the *State Administrative Manual (SAM)*. Travel expenses are restricted to^{iv}:

- Conference/Training Registration
- Airfare
- Lodging
- Ground Transportation, including rental car and gasoline (Actual Receipts Required) or mileage
- Meal Expenses – Actual Receipts Only (**for Group Travel only**); or
- Meals Per Diem Allowance (**for all individual staff and faculty travel**)
- Miscellaneous pre-approved expenses (e.g., internet/wifi for work purposes)
- Tips for group travel meals, hosted meals, or ground transportation only (maximum 20%)

The following expenses are not considered reimbursable travel expenses (list not exhaustive):

- Tips or gratuities, except as listed above
- Room service/upgrades
- Airfare and/or seat upgrades/flight insurance/early-bird check-in/TSA pre-check
- Personal phone charges, luggage carts, metered parking, subway/bus use (except to/from airport), toll charges, and tips associated with similar charges.^v
- Personal travel, when extending a business trip using personal time

For receipt documentation requirements, please refer to Section VII – AFTER THE TRIP: Documentation Required for Expense Reimbursement.

Per the SAM, “an employee whose travel is funded by a federal grant or contract shall comply with the provisions of the [Fly America Act](#), 49 U.S.C. § 40118, and the requirements of [41 CFR Part 301-10](#)^{vi} and [CFR 200.475](#).^{vii}

Employees may be held responsible for a penalty or change fees incurred if a trip is not taken or the schedule changed as a result of their own actions. When the claim for payment is submitted, the college will determine whether the penalty was incurred as a result of employee action or of circumstances beyond the employee’s control.

Exception to Policy

In some instances, NS may support an exception to policy if proper documentation and approval is secured prior to travel commencing.

Cost Saving Alternatives - Per the SAM, travel should be the least expensive method available, when factors such as costs and time are considered.^{viii} Occasionally, there may be instances when travel expenses outside of standard policies are less expensive, such as when a rental car is less expensive than the state motor pool charge. In these instances, travelers can request an exception to policy due to a Cost Saving Alternative. Justification, supporting documentation, and prior supervisor approval should be included in the Spend Authorization.

Combining Business with Personal Travel – Personal or vacation time may be combined with business travel if documentation is provided and approved, prior to the trip.^{ix} Documentation must clearly demonstrate: 1) that NS will not incur additional expenses and 2) time delineations where employee is in travel status vs. personal/vacation time. NS insurance does not cover employees when they are on personal/vacation time and per diem is deferred, so clearly defined times and pre-approval are required. Per Diem is not reimbursable when employee is outside of travel status.

Lodging – Per NSHE, institutions may make exceptions to the rate of reimbursement for lodging when one or more of the following applies:

- 1) Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
- 2) Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging” or;
- 3) As otherwise approved by the Chancellor, a Vice Chancellor, institution President or a person(s) delegated by him/her. Documentation of approved exception must be attached during the Workday Spend Authorization process and subsequent Workday verification or Expense report.^x

IV – BEFORE THE TRIP

Who Can Travel

A NS eligible traveler must be a current NS employee (including student workers), student, or contingent worker who is traveling on NS official business. Final candidates for positions may also be eligible for travel reimbursement upon the recommendation of HR, and following specific HR guidelines for candidates (see Candidate Travel below).

What is Considered Travel

NS employees, students, contingent workers, or HR recommended candidates traveling on NS business 75 miles or more (one way) from NS can request to be reimbursed for per diem and incidental travel expenses.^{xi}

- A trip 75 miles or greater (one way) from NS requires a submitted and approved Workday Spend Authorization prior to the trip. The Spend Authorization will include estimates for the registration, travel, lodging, per diem, etc.
- A trip 75 miles or less (one way) from NS, for a period of less than 24 hours does not require a Workday Spend Authorization. The traveler is not entitled to receive reimbursements for meals for the day, although they are entitled for mileage reimbursements.^{xii}
- Overnight lodging within 50 miles or less (one way) from the employee’s principal station must be justified in writing, approved by the individual authorized to approve such travel and included with the expense report. These expenses will not be allowed unless:

- Inclement weather conditions make travel difficult,
- Late official meetings are required, or
- Individuals involved are conference hosts responsible for meeting arrangements^{xiii}

Scheduling a Trip

Travelers may arrange to arrive the day before a scheduled event only if it is not reasonable, given time constraints, to arrive the same day and be on time. Travelers may extend their stay until the day after a scheduled event only if a return trip is not reasonable on the last day of the event. The only exception to this policy is when a cost savings for arriving early or staying an extra day can be shown and documented on the Spend Authorization. Cost-saving alternatives such as early arrival on a Saturday instead of a Sunday to save on airfare should be considered and must be documented when used. The costs of an extra night of lodging and an extra day of meal per diems should be considered when calculating savings on an early arrival.

Authorize Travel with Approving Authority

Traveler should discuss travel with the appropriate Approving Authority. The Approving Authority will ensure:

- The travel has a legitimate business purpose that meets the IRS Accountable Plan (as described above),^{xiv}
- Funds are available to support the travel, and
- The traveler will be able to document their official travel status during the Workday spend authorization and expense report process.

Note: All travel on behalf of NS must be pre-authorized with the Approving Authority, even if expenses will not be paid by the college.^{xv} In these instances, traveler should request either Business Leave or Training in Workday using the “Request Time Off” task. In addition, participants in local conferences and training should also utilize the Business Leave or Training options in Workday.

Exempt and Non-Exempt Employee Travel

Exempt employees (typically academic and administrative faculty on full-time contracts) are not eligible for any overtime payments.^{xvi} Work schedules should be discussed between the traveler and the supervisor before travel is approved.

Non-exempt employees (typically Classified Staff, hourly workers) are required to submit an estimate of hours to be flexed, paid in comp time, and/or paid in overtime prior to travel approval. Supervisors and/or Approving Authorities will consider resulting fiscal and staffing impacts as basis for approval or denial of travel. Overtime should be minimized to the extent possible by scheduling considerations and the use of flextime when possible.^{xvii} Departments shall contact HR before non-exempt employee travel can be approved.

For questions regarding employment status as an exempt vs. non-exempt employee, please contact NS HR at 702-992-2320 or nhr@nsc.edu.

Budget for the Travel

An important item to consider for any travel is the budget for the trip. Departments may set a certain pre-determined maximum for an individual's travel expenses, not to exceed a budgeted amount. For example, if the department has pre-determined a maximum budgeted travel amount of \$1,500 for an individual's travel expenses, the traveler may only receive reimbursement of the maximum approved and may spend monies out of pocket that are not reimbursable to cover the remaining costs. If the department sets a pre-determined maximum amount for travel expenses, the budgeted travel amount should be documented on the Workday Spend Authorization.

Create a Spend Authorization in Workday

A Workday Spend Authorization must be submitted and approved before travel can be arranged or purchased, at least 30 business days prior to the trip, if possible.^{xviii} Registration, airfare, and lodging cannot be purchased without prior approval. The traveler or someone with the Administrative Assistant security role in Workday can initiate the [“Create Spend Authorization”](#) or [“Create Spend Authorization for Worker”](#) for the trip, including estimated expenses and appropriate documentation. Advanced planning for travel is recommended as it will allow for the purchase of airline tickets, lodging, etc. at discounted rates.

- The Spend Authorization will allow the traveler to receive a Travel Card and make purchases. This Spend Authorization should include estimates of:
 - Registration fees
 - Airfare
 - Conference/Training Program of Events, agenda, or itinerary (showing meals provided by the event)
 - Lodging
 - GSA rates for destination city for month(s) and year of travel.
 - Ground transportation (including rental car and gasoline or mileage)
 - Airport parking
 - Documentation of additional anticipated expenditures
 - Exception to policy requests and supporting documentation
 - For student travel, a signed Student Waiver Form

In certain instances, it may be necessary for the traveler to self-fund the trip. No matter the funding source or method of purchase, the travel procedures outlined in this manual apply and must be adhered to establish travel status for all reimbursements. If the travel is self-funded, and therefore a NS Travel Card will not be issued, this must be indicated in the justification field of the Workday Spend Authorization and receive all approvals.

Pick Up Your Travel Card

A traveler will need to pick up a Travel Card in order to process travel transactions.

- If this is your first time traveling on Nevada State business, you will need to apply for a Travel Card using the [“NSC Travel Procurement Card Program - Travel Cardholder Application”](#)
 - Call Accounting Services at 702-992-2300 or email BusinessOffice@nsc.edu to request a Travel Card Number, which will be included in “Name” section of Travel Card (traveler name is not used)

- The Travel Card application can be completed prior to approval of the Spend Authorization
- Allow approximately one week processing time, after Spend Authorization is received by Accounting Services, to receive your Travel Card
- After the Spend Authorization is approved, Accounting Services will reach out to you when your Travel card is ready to be picked up
- Travel Cards do not include employee names. As such, the following is recommended:
 - Print out the 1) Authorization Letter and 2) NS Travel Program Letter from Accounting Services indicating that the traveler is the authorized user of the Travel Card. This letter can be found in the Travel Card notification email from Accounting Services
 - Reach out to the hotel vendor to verify that the Travel Card and letter will be sufficient, with appropriate identification, to check in to the hotel
- Within five business days after returning from your trip, the Travel Card must be returned to Accounting Services

Note: NS's Travel cards are issued in the name of the college rather than the name of an individual. They may be used by anyone, so they especially need to be secured. In using a Travel Card, the institution is waiving certain dispute rights where a card member's signature is required. Because a Travel Card can be used by anyone in possession of the card or with access to the card number for non-face-to-face transaction, JP MorganChase cannot chargeback a disputed travel card transaction to the merchant if it is disputed because of fraud or misuse as a result of lost/stolen/compromised card numbers and cards until the card is reported as lost/stolen or compromised.

V – MAKING TRAVEL ARRANGEMENTS

Registration

- Registration for virtual conferences/trainings or off-site conferences/trainings less than 75 miles (one way) from the NS Campus:
 - Do not require a Workday Spend Authorization
 - Can be self-funded and reimbursed via the Workday Expense Report process or
 - Paid for using the individual or department procurement card if the purchase is less than \$1,000 or
 - Paid for using a Workday Supplier Invoice Request if the purchase is greater than \$1,000 (note: supplier must be a [registered supplier](#)).
- Registration for off-site conferences greater than 75 miles (one way) from the NS Campus can be purchased using the NS Travel Card. When reconciling the NS Travel Card or entering the Workday Expense Report:
 - An original paid receipt and a complete copy of the registration form and conference/training agenda itinerary must be attached
 - The Spend Authorization number and the traveler's name must be referenced in the memo field

Airfare

Per the *State Administrative Manual*, “state agencies traveling between Reno and Las Vegas are to use the Southwest Airlines corporate Internet booking too, [SWABIZ](#).”^{xix}

For out of state travel, the preferred method of purchasing airline tickets is through Southwest Airlines site SWABIZ.com and selecting the most economical airfare available.



SWABIZ “How-to” for Travelers

How do I create my Traveler Account?

- Please visit www.swabiz.com
- Click “Traveler Account Log-In” in the upper right corner
- You will then be prompted to enter the following information: Your Company ID number (99XXXXXX), your Username or Account Number (this is also known as your personal Rapid Rewards Number) and your Password. The password you enter should be your personal Rapid Rewards Password. Once this information is added click on ‘Submit’.

Traveler Account Login

Company ID
Username or Account Number
You may omit leading zeroes
Password
Forgot Username or Password?
 Remember me on this computer
Submit

**The NS Company ID is located on the READ ME: How to Create a Spend Authorization and during the Workday Spend Authorization task.*

Flight Restrictions

Per the *NSHE BOR Procedures and Guidelines*, “additional fees such as an upgrade to the Business Select level, early bird check-in, or flight insurance...will not be reimbursed to the traveler. TSA pre-check or similar fees will not be reimbursed.”^{xx} These expenses must be reimbursed by the traveler if charged to a NS Travel Card.

If an exception for additional fees is requested and approved prior to a trip, as noted in the Exceptions to Policy section above, documentation should be attached to the Workday Spend Authorization and subsequent Workday Expense Report or Travel Card verification.

If a traveler wants to personally pay for an upgrade they may do so as long as 1) they prepay for the flight themselves and 2) the receipt includes an itemized receipt detailing all expenses, including any upgrades, etc. The employee will then be reimbursed for the allowable flight expenses after submission of a Workday expense report and sufficient documentation.

Baggage

Per the *NSHE BOR Procedures and Guidelines*, “fees for more than one checked bag...will not be reimbursed to the traveler.”^{xxi}

Bonus Flight Points

As noted in the *State Administrative Manual*, “most commercial airlines maintain loyalty programs which allow for the accumulation of bonus flight points to travelers based on miles flown or the amount of the fare as an inducement to travel with that airline. Any bonus flight

points or other rewards received by State agencies or State employees as a result of State-paid air travel shall, whenever possible, be used by the agency to meet State travel needs.”^{xxii}

Lodging

Sleeping accommodations for NS eligible travelers must follow the travel regulations established by the NSHE Board of Regents and *State Administrative Manual*, unless otherwise stated below.^{xxiii} Per guidance from UNLV Risk Management, AirBnB and other alternative sites such as VRBO offering this type of short-term rental arrangement, are not allowable due to unregulated fire, safety, and sanitation standards.

Lodging rates are determined by locating the state and the city or county listed on the [GSA map](#). Lodging rates include charges such as resort fees, cleaning fees, and reservation fees but does not include any state or local taxes.

- If your city or state is not located, then use the standard rate.
- Non-continental territories like Hawaii will be listed on Defense Travel Management Office site at <https://www.defensetravel.dod.mil>
- Foreign rates can be found on the U.S. Department of State site at <https://www.state.gov/>
- [Fedrooms.com](https://www.fedrooms.com) — For assistance in locating lodging accommodations within the GSA rates.

When hotels do not advertise a GSA rate, travelers are advised to contact the hotel directly prior to submitting the spend authorization and booking travel to see if the hotel will honor the reservation at the GSA rate. Reservations made directly with a hotel are preferred over reservations through booking agencies such as Expedia, Travelocity, etc. Agencies typically do not offer GSA rates and often charge fees in excess of the room rate and taxes. Traveler may be personally responsible for any non-preapproved amount over the GSA rate and associated fees.

Room sharing between employees to save costs is allowable and must be coordinated ahead of time, with written consent from each individual sharing the room. For student group travel, students may share a room with other students. Non-student employees may not share a room with students or student employees.

Lodging Exception

NSHE institutions may make exceptions to the rate of reimbursement when one or more of the following applies. Per the *NSHE BOR Procedures and Guidelines*, “documentation is required to be attached to the travel claim when exceptions are granted to the standard hotel rates.”^{xxiv}

- **Condition A:** Lodging is procured at a prearranged place such as a hotel where a meeting, conference or training sessions is held.
 - Attach the conference or training brochure that states the prearranged host accommodations during the Workday Spend Authorization process and subsequent Workday Travel Card verification or Expense Report.
 - In Workday transaction memos note requested exception and reason. Example: “Request for Lodging Exception due to prearranged place; documentation of prearranged location attached.”

- **Condition B:** Costs have escalated because of special events: lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging. The following information is required to be attached during the Workday Spend Authorization process and subsequent Workday Travel Card verification or Expense report:
 - The name/date of the special event that is causing the cost escalation (if applicable).
 - A list of at least three lodging establishments and corresponding rate quotes of nearby (within a five-mile radius) lodging.
 - A written explanation of how staying at the more expensive lodging establishment will provide a cost savings.
 - Conference or training brochures are required to be submitted with the travel document requesting reimbursement.
 - In Workday transaction memos note requested exemption and reason. Example: “Request for Lodging Exception due to cost escalation for special events, lodging within prescribed allowances cannot be obtained nearby, or costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.”
- **Condition C:** As otherwise approved by the Chancellor, a Vice Chancellor, institution President or a person(s) delegated by him/her. Documentation of approved exception must be attached during the Workday Spend Authorization process and subsequent Workday Travel Card verification or Expense report.

If the conditions above exist, the following rules apply to the rate of reimbursement:

- a) In-State: 150% of the standard CONUS federal per diem rate for non-surveyed in-state sites.
- b) Out-of-State: 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.^{xxv}

A trip 50 miles or less (one way) from NS with overnight lodging must be justified and pre-approved in writing.^{xxvi} For individuals that are conference hosts and are responsible for meeting arrangements, a submitted and approved Workday Spend Authorization prior to the trip is required. Approvals are allowed only under the following special circumstances:

- Inclement weather conditions that make travel difficult,
- Late official meetings are required, or
- Individuals involved are conference hosts responsible for meeting arrangements.

Meals & Incidental Expenses (M & IE)

Rates

NS allows reimbursement of meals and incidentals using the GSA rates for continental and international travel.

Domestic Travel (Continental U.S.): The domestic meals and incidental expenses (M&IE) per diem rates can be found at: GSA Per Diem Rates
<http://www.gsa.gov/perdiem>

International, Hawaii, and Alaska Travel: The meals and incidental expenses per diem rate for international travel is based on the rates published by the U.S. Department of State for the time period the trip took place. The international per diem rates can be found at the following website: https://aoprals.state.gov/web920/per_diem.asp

*Meal costs should not be charged to a Travel Card unless you are the leader of a group trip.

Travel Status

Travel status, as defined above, begins:

- On normal work days, at the time the traveler leaves the normal work site.
- On non-work days, at the time the traveler leaves their residence.

If personal travel was used in combination with business travel, with the approved exception as noted above, then travel status begins/ceases when official college business begins/ends. Per diem is not allowable when out of travel status and employee is no longer covered by NS liability insurance during this time. Annual leave should be requested in Workday.

State regulation requires the institution to follow the existing federal travel regulations for lodging and meal per diem.^{xxvii} Federal per diem rates represent the maximum allowable reimbursement to travelers.

Individual Travel (Faculty & Staff) – Meal Per Diem Allowance

Per diem reimbursement for meals is determined by travel status. NS, in compliance with NSHE and State guidance, has established regulations controlling the hours and conditions during which a traveler will be allowed to claim meals.^{xxviii} Meal and incidental expense rates reimbursement will be determined based on the hours the traveler is in travel status as follows:

Meal Time Frames^{xxix}

Meal	Time
Breakfast	12:01 a.m. – 10:00 a.m.
Lunch	10:01 a.m. – 3:00 p.m.
Dinner	3:01 p.m. – 12:00 a.m.

- Breakfast per diem will not be reimbursed for travelers who depart their home city after 9:00 a.m.
- Dinner per diem will not be reimbursed for travelers who return to their home city before 5:00 p.m.^{xxx}

Meal Claims^{xxxi}

- A detailed itinerary or agenda (including meals provided) must be attached to the Workday expense report to determine reimbursable M & IE expenses. Receipts are not required for M & IE reimbursements.
- Per diem will not be reimbursed to a traveler for meals that have been paid as a host expense. Hosting during travel is subject to the NSHE hosting policy.^{xxxii} Hosting

expenditures may not be used to circumvent state or institutional regulations that restrict reimbursements or to reimburse employees for expenses incurred while in travel status in excess of GSA per diem rates.

- Employees may not claim full meals if a meal is offered as part of a conference, meeting or other work function even if the employee does not consume the meal offered, except when the department head has approved an exception when the following applies:
 - Employee has a food allergy and/or dietary restriction that preclude the employee from consuming the provided meal at a conference, meeting, or other work function
 - If the condition above exists, agencies may allow employee to claim meal reimbursements for any meals provided at a conference, meeting, or other work function that may pose a health risk to the employee if consumed.
- Per the *SAM*, employees may receive reimbursement for breakfasts even though continental breakfasts are provided.
- If a traveler has a food allergy and/or dietary restriction that precludes them from consuming a provided meal at a conference, meeting, or other work function, the employee may request an exception to claim a meal per diem reimbursement. Documentation, with department head (or corresponding position) approval, must be submitted with Workday transactions.

Incidentals

The federal travel regulations GSA table allows a per day per diem of \$5 for incidentals that are used to cover items for which you cannot get reimbursements. NSHE considers the following as incidentals: luggage carts, metered parking, subway/bus use, toll charges, and tips associated with similar services.^{xxxiii}

This does not apply to travelers for Group Travel reimbursement with receipt of actual expenses paid (see below).

Group Travel (Faculty, Staff, and Students) – Meal Reimbursement

Group travel is defined as two or more people traveling to the same destination for the same purpose. Group travel has a designated leader who is responsible for all trip expenses for the entire group and submits one Spend Authorization in the leaders' name. Approved travel expenses such as airfare, lodging, registration, etc. must be purchased using the policies and procedures listed above. Individuals that are part of the group will not receive a meal per diem allowance. Detailed, itemized meal receipts, not to exceed the allowable meal per diem rates, will be submitted by the group leader. Tips for group meals must not exceed 20% of the cost of the meal. The group leader is responsible for keeping all actual receipts for meals purchased on the NS Travel Card and submitting with the Workday verification. Group travel meals are subject to the "Meal Time Frames" chart above and GSA limits.

A signed Student Waiver form for each student must be in the group leader's travel file prior to start of travel, if not submitted with the Spend Authorization.

Hosted Meals in Travel Status

When the traveler is claiming reimbursement for meals purchased during their travel, these meals are subject to the NSHE Hosting Policy^{xxxiv} and must be charged to a hosting account. These hosted meals should not be purchased on a NS Travel Card. Detailed, itemized receipts must be provided, and a completed Host Form indicating the names of the other diners and the

business purpose for **hosting** the meal. Contact Accounting Services at businessoffice@nsc.edu for guidance.

Per diem will not be reimbursed to an employee for hosting expenses. Hosting expenditures may not be used to circumvent state or institutional regulations that restrict reimbursements or to reimburse employees for expenses incurred while in travel status in excess of GSA per diem rates.

Tips for hosted meals must not exceed 20% of the cost of the meal. NSHE allows for host account expenditures for liquor with dinner and for large receptions.^{xxxv}

Hosting expenditures are not usually allowed on grant accounts, although there are some exceptions. For more information on grant hosting during travel, please contact the Office of Grants Awards Services at 702-992-2309 or postaward@nsc.edu.

Ground Transportation

Mileage for Local Work

Employees may be reimbursed for using their own personal vehicle for any miles driven in excess of their normal commute while on official college business. Examples include recruiters visiting high schools, fundraisers visiting donors, administrators attending an off-campus meeting, etc. The employee is entitled to reimbursement for mileage at the current standard mileage reimbursement rate determined by the [IRS](#).^{xxxvi}

An employee's **normal commute** is the roundtrip mileage between the employee's residence and his/her **official duty station**.

An employee's **official duty station** is defined as "the location of an employee's official worksite."^{xxxvii} For those employees with a telecommuting agreement in place (via NS's Alternative Work Policy), the official duty station is the NS campus worksite they are expected to report to at least once per week.

If an employee starts traveling from the NS campus to a non-campus location for business purposes, the employee will be reimbursed for the actual mileage incurred.

If an employee starts traveling from home to a non-campus location for business purposes, NS will reimburse the lesser of the mileage, either from the employee's home or from the NS campus.

Example: Starting Point is at Employee's Home			
	Distance from NS campus to destination	Distance from employee home to destination	Reimbursed mileage (lesser of the two)
Destination A	30 miles	45 miles	30 miles
Destination B	25 miles	15 miles	15 miles

An employee telecommuting is not entitled to reimbursement for commuting costs to the official duty station.^{xxxviii}

If an employee travels 75 miles or less (one way), for a period of less than 24 hours, the employee is not entitled to receive reimbursements for the meals for the day.

The employee's personal insurance is primary when driving for NS business.

Mileage reimbursements may be initiated by submitting a Workday Expense Report with a completed Mileage Log, including odometer reading.

In instances where local business-related travel is a frequent part of an employee's job duties, departments may consider a flat-rate stipend to reimburse the employee for use of their vehicle, regardless of the number of miles driven. A stipend is considered part of a compensation package and is therefore taxable to the employee.

Mileage for a Trip

If traveling by car from home to an airport at the start or end of a trip, the traveler can be reimbursed for miles in excess of the employee's normal commute to their worksite from home. If travel to an airport from home is necessary on a non-workday, mileage may be calculated from the employee's residence. Mileage from home to/from airport will be reimbursed to employees upon submitting a Workday Expense Report with a completed Mileage Log, including odometer reading.

The standard mileage reimbursement rate is determined annually by the [IRS](#). When mileage is paid, fuel expenses are not reimbursable.

For travel using a privately-owned vehicle, see the section below.

Travel by Privately Owned Vehicle

Unless specifically authorized in writing by the employee's supervisor for the employer's convenience, an employee who makes a single trip greater than 200 miles shall use a State Motor Pool vehicle or a rental car from a State Contracted Rental Car Agency instead of a personal vehicle for such travel if either option is less expensive than use of a personal vehicle.^{xxxix}

Employees are eligible for full mileage reimbursement when their supervisor determines that an employee's personal vehicle is the preferred means of transportation. This is considered employer convenience.

If a personal vehicle is used for the employee's convenience, the employee will be reimbursed at the **convenience rate** of 50% as established by the State of Nevada. The justification for the convenience must be documented on the Workday Spend Authorization prior to travel.^{xl}

Examples of employee convenience are:

- An employee is combining college business with personal leave time and decides to drive their personal vehicle because they wish to have their vehicle once leave time starts.
- An employee does not fly due to personal reasons, such as fear of flying.
- Medical conditions where a personal vehicle has specialty equipment.

Mileage will be reimbursed to the employee upon submitting a Workday Expense Report with a completed Mileage Log and other supporting documentation as required. In the Expense Item field select Mileage-Business for 100% rate or Mileage-Personal for employee convenience 50% rate.

When driving a personal vehicle while conducting official business, an employee's personal insurance is primary.

Parking

Parking at the airport will be reimbursed, but travelers are asked to use long-term, lower-cost parking lots when available. If public transportation or a cab taken to and from the airport would result in a lower cost (due to the high cost of parking in most cities and airports), the traveler is encouraged to take advantage of these savings.

Public Transportation

Public transportation, shuttle, taxi, rideshare (e.g., Uber, Lyft), or other means of conveyance at the destination city will be reimbursed. Tips for ground transportation, such as taxis or ridesharing services (e.g., Uber, Lyft), are allowable up to 20% of the cost of the trip, with receipts. Purchases for shuttles and taxis can be made on a Travel Card or reimbursed after the trip. Ridesharing services are not an allowable charge on a Travel Card and may only be reimbursed with a receipt.

Car Rentals

Only approved travelers on official NS business may ride in a rental car. For in-state motor vehicle travel, vehicles should be secured using the Nevada Fleet Services Division at <https://motorpool.nv.gov>. All car rentals occurring within Las Vegas are required to be made with a State Contracted Rental Car Agency.^{xli} Contact businessoffice@nsc.edu for additional information on reserving a Fleet Services vehicle.

All out-of-state car rentals must be rented through one of the state contracted car rental agencies via a Direct Bill to NS. The State Contracted Rental Car Agencies can be found at: https://purchasing.nv.gov/Contracts/Documents/Vehicle_Rentals/. Additional guidance on car rentals, including NS account numbers, can be found on "Step 8 – Car Rental" of [Read Me – How to Create a Spend Authorization](#).

The State Contracted Rental Car Agency contracts provide the required minimum insurance coverages for in- and out-of-state travel, including a damage waiver. Additional insurance costs are not reimbursable. To ensure correct pricing and insurance, please confirm that the State Contract Account Number is listed on your rental agreement before taking possession of the vehicle. Additional insurance costs are not reimbursable.

When traveling internationally, utilize one of the State Contracted Rental Car Agencies, if available. Whether using a contracted agency or an independent agency for international travel, purchase full auto insurance, including liability and physical damage coverage per *NSHE Board of Regents Handbook* – Title 4, Chapter 23, Section 2.^{xlii} Additional information is provided below in International Travel.

Should an employee be involved in an accident involving a rental car, the employee should immediately report the accident to:

- The rental car agency
- UNLV Risk Management and Safety at 702-895-4226

To the extent practicable, traveler should take action to avoid additional refueling charges.

VII – AFTER THE TRIP

Documentation Required for Expense Reimbursement

For all travel transactions, adequate documentation is required for the Workday Expense Report or NS Travel Card verifications. Expense documentation ordinarily will be considered adequate if it shows:

- The vendor business name
- A description of what was purchased, which may include additional documentation to support the transaction such as conference or event agenda
- Total amount paid (must be itemized)
- Method of payment
- Business purpose as part of the Workday verification or Travel Card Expense Report

In the case of airfare, individuals must submit the following:

- Evidence of purchase and payment (e.g., email receipt)
- Travel itineraries (must include passenger name, flight dates and times, carrier name, method of payment, class/type of seat purchased, and ticket number.)

For lodging reimbursement, NS requires the final folio which is the itemized hotel invoice reflecting all charges and that payment has been made in full. The final folio should show a zero balance.^{xliiii} This is typically obtained at the Front Desk and is not the same as the bill provided by the hotel for convenience under the door prior to checkout.

For M & IE per diem reimbursement, include documentation of travel status (time left/return to normal worksite/residence).

Other Travel and Expense Reimbursement

All other travel and/or expense reimbursement requests NOT listed in this policy must be approved prior to start of travel by Accounting Services to be in accordance with the *NSHE BOR Procedures and Guidelines* and the *State Administrative Manual*.

Create a Workday Expense Report

A Workday Expense Report must be submitted and approved to reimburse a traveler for approved expenses. The traveler or someone with the Administrative Assistant security role in Workday can initiate the [“Create Expense Report”](#) or [“Create Expense Report for Worker”](#) task.

The Workday Expense report should include the documentation listed above for expense reimbursement including:

- Original receipts (airfare itinerary, lodging folio, rental car, parking, etc.)
- Spend Authorization number and the traveler’s name, referenced in the Workday memo field
- Conference or Event Agenda (with meals provided)

The Workday Expense report will route through the supervisor, worktag manager, and Accounting Services for review and approval. Reimbursements will typically be made in the same manner as an employee’s paycheck (e.g., direct deposit).

VIII – ADDITIONAL TRAVEL GUIDANCE

Advances

Travel advances for per diem, incidentals, or other reimbursable out of pocket expenses may be requested ahead of time by a NS employee in certain circumstances, such as student-employee or group travel. With proper documentation of estimated expenses, a request for an advance can be requested during the Workday Spend Authorization process. Advances are considered a lien upon the accrued wages of the requesting employee ([NRS 281.172, 281.173](#)). Advances are limited to NS employees, per the *State Administrative Manual*.^{xliv}

Agreements/Contracts

According to the *NS Purchasing and Procurement (PCard) User Manual*, NS is a part of NSHE and must abide by NSHE's fiscal procedures for the execution of contracts.^{xlv} The NS Contracts Group must negotiate and execute all purchasing-related contracts for NS, including contracts or terms of agreement regarding travel.

Travelers and purchasers should not sign any traditional or digital contract, including check box acknowledgement of terms and conditions, privacy policies, etc.

As soon as a traveler or purchaser is aware that a contract or agreement may be required, an email should be sent to contracts@nsc.edu. The NS Contracts Group will work with departments to ensure the contract or agreement is compliant with the Business Center South, NS, NSHE Board of Regents, and state and federal laws and regulations. When completely reviewed and signed, the traveler or purchaser will receive a copy for documentation purposes. If a contract is required, it must be fully executed prior to placing an order for goods or services, including travel.

Cancellations

Employees requesting travel and making commitments prior to approvals may be responsible for the cost of all cancellation fees or charges in the event the trip is not approved or any part of the request is not approved.^{xlvi}

For travel that was cancelled for unforeseen circumstances due in no part to actions of the traveler, the traveler should attempt to contact travel companies and conference organizers to discuss refund or credit options.

Flight change costs may be reimbursed when justified as being in the best interest of NS and approved by the supervisor.

Candidate Travel

Candidate travel is defined as travel by a highly rated job applicant who has been invited to the NS campus by HR for an in-person interview.

Candidates are required to make their own travel arrangements, within these NS travel guidelines. Purchases for candidate travel are not allowed to be made using a NS PCard. Reimbursements will be processed after the visit, and only upon presentation of original paid receipts.^{xlvii} It is the candidate's responsibility to inform the department at least three working days prior to arrival of any special accommodation needs that may be required during the interview process.

Airfare:

- The airport candidates will be flying into is Harry Reid International Airport (LAS). All tickets must be coach fare.
- Airfare may be purchased online. For E-Ticket air travel, candidate is required to submit the following for reimbursement:
 - Confirmation/itinerary receipt showing carrier
 - Departure/arrival cities
 - Flight dates/times
 - Proof of payment
- For ticketed travel, candidates are required to submit the passenger receipt coupon plus an itinerary invoice showing payment.
- Parking charges at the departure airport can be reimbursed with an original receipt.
- Traveling to/from departure airport
 - Mileage from the candidate's home to/from the departure airport will be reimbursed at the current [GSA rate](#).
 - Candidates must submit a Mapquest/Google Maps "door-to-door" directions print out to request reimbursement.

Ground Transportation:

Candidates will be responsible for some components of their ground transportation within Las Vegas. Additional information will be provided in the interview schedule.

- Public ground transportation within Las Vegas (i.e., taxi, shuttle, Uber/Lyft) can be reimbursed with an original receipt
- Rental cars are not approved for reimbursement

If candidates opt to drive to Henderson in lieu of flying,

- Candidates must still price the cost of a flight to/from Las Vegas and provide documentation depicting the cost of air travel
- Mileage from the candidate's residence to Las Vegas roundtrip can be calculated using the Employee Convenience Rate, which is 50% of the [IRS Standard Mileage Rates](#)
- Whichever amount is lower (airfare vs. ground travel) is the amount that is reimbursed

Lodging:

The recommended hotel for candidates is Sunset Station in Henderson, NV. Reservations may be booked online through the hotel's website (www.sunsetstation.com) or by calling 1-800-6-STATIONS. Sunset Station has smoking and non-smoking rooms. When booking a reservation, candidates should double check to ensure they book their room preference. The following are required for reimbursement:

- An original detailed hotel bill (room portfolio) that lists all line item charges, the method of payment, and that a zero balance is due
- The stay must be in a standard room (either king or queen is acceptable). If standard rooms are unavailable, candidates must email NSC HR at nhr@nsc.edu for additional instructions
- Depending upon the interview schedule and flight requirements (e.g., cross country, availability), only one or two nights will be reimbursed.
- Candidates opting not to lodge at Sunset Station will be strictly limited to the GSA lodging maximum rate for Henderson, NV.

Per Diem:

When in travel status, a candidate may be given the [GSA per diem reimbursement](#) for meals.

Meals that are provided by the school during the interview will reduce the per diem allotment for that day.

Other Items:

The following candidate travel expenses are not eligible for reimbursement:

- Tips or gratuities
- Room service
- Personal phone charges
- Internet connections/usage
- Personal incidentals
- Flight change fees
- In-flight meals
- Baggage handling without a receipt

Candidates are required to provide original receipts for all items in which reimbursement is being requested.

For additional questions regarding candidate travel, please contact NS HR at 702-992-2320 or nhr@nsc.edu.

International Travel

NS supports international travel, although additional approvals, registration, and insurance is required for health, safety, and security measures. International travel is initiated similarly to domestic travel. NS works with UNLV Risk Management and Safety to manage provisions required in the *NSHE Board of Regents Handbook*^{xlvi}:

- 1) Institutional Review – All international travel must be reviewed to ensure that appropriate insurance has been obtained and assumption of risk and waiver of liability documents are executed. Risk Management is responsible for routine monitoring of worldwide travel alerts and warnings issued by the U.S. government.
- 2) Travel Registry and Communications – A record of key travel information on the travelers to help facilitate response to an emergency or critical incident abroad shall be maintained. Key travel information includes, but is not limited to, the following
 - a. Names of travelers
 - b. Locations to which they are traveling
 - c. Method of travel
 - d. Duration of travel
 - e. Names of hotels or other accommodations
 - f. Contact information for the traveler
 - g. Names and phone numbers of the traveler(s)' emergency contacts
- 3) Insurance Requirements – At a minimum, the following insurance coverage must be in place for those who are traveling internationally in conjunction with any NSHE or NS affiliated activity:
 - a. Accident and health insurance
 - b. Emergency evacuation insurance (evacuations due to medical emergencies, political unrest, or natural disaster)
 - c. Rental vehicle insurance (if renting a vehicle, must include full auto insurance, including liability and physical damage coverage)
- 4) Travel Warnings and Restrictions – In light of travel alerts and warnings issued by

the U.S. government, NS may impose additional requirements on those travelers seeking to travel to destinations where health, safety, or security risks are determined to be of sufficient significance as to require unusual caution. Travel may be prohibited or suspended to any destination if significant health, safety, or security concerns pose risks that warrant such a decision.

- 5) Export Control – International travel on behalf of an institution may be subject to export control regulations due to technology, software, and/or technical data being taken out of the country and/or due to travel destination. When traveling with export-controlled items or information and/or to an embargoed country, the traveler must consult with Risk Management for assistance in evaluating export control concerns to reduce the likelihood of an export control or sanction violation.
- 6) Code of Conduct – Travelers are subject to the laws of the locations they visit. NS is not responsible for the violation of any local laws by travelers. The applicable Student Code of Conduct, the NSHE Code and Handbook, and other academic/institution/unit policies or rules apply to all travel in conjunction with NSHE or NS affiliated activity abroad.

When considering international travel, travelers should check the [U.S. Department of State](#) and the [Centers for Disease Control and Prevention](#) for the latest conditions for international travel destination(s).

*Please note that travel to Alaska and Hawaii is considered Non-Continental travel, not international travel.

**Travel to U.S. Territories including Guam, American Samoa, North Mariana Islands, the U.S. Virgin Islands, and Puerto Rico is considered International Travel. Additionally, travel to Freely Associated States, such as The Federated States of Micronesia, The Republic of Palau, and the Republic of the Marshall Islands is also considered International travel.

Student Travel

Student travel is defined as travel by any currently enrolled NS student, who is traveling in the capacity of a student and not as an employee. If a NS student is traveling in the capacity of their employment, the travel would fall under employee travel. All student travel must include a signed Student Waiver Form, which should be included in a Workday Spend Authorization or in the group leader's travel file prior to start of travel.

Student travel must be reviewed prior to a trip to determine whether any travel expenses will be considered a reimbursement or a scholarship.

Reimbursement

Student travel is generally considered a university business travel expense reimbursement if:

- The travel directly supports a faculty member's project or research program
- The travel is official NS business, such as attending a meeting on behalf of the institution
- Taking part in research performed to fulfill the institution's obligations to an outside funding agency
- Participating in a competition on behalf of the institution.

Student travel that is a reimbursement would be processed on a Workday Expense Report using SCO517 (non-employee travel), with documentation attached.

Scholarship

Student travel is generally considered a scholarship if:

- The travel is required for degree or credit, or may otherwise impact a student's grade
- Project/research's primary purpose and intent is to further the student's education and training
- Activities are performed to contribute to the development of the skills needed in the student's studies.

Student travel that is a scholarship must be disbursed through the traveler's student account. This payment is requested using the Student Payment Request Form, which is available in the NS Portal.

Please refer to Payments to Students Guidelines for additional information.

For questions regarding student travel, please contact businessoffice@nsc.edu.

Field Trips

A field trip is defined as an off-campus activity that is in addition to or in place of the regular class location that involved students, is organized and supervised by NS faculty, and is for a specific date, time, and place. Student field trips typically do not have reimbursable expenses and do not require a Workday spend authorization.

All field trips require each student to complete an [Assumption of Risk, Waiver/Release of Liability & Quitclaim Form \(Field Trip\)](#). If the student is under 18 years of age, a parent/guardian must also sign.

Form Updates and Distributions:

The standard form allows the addition of possible injuries based upon the specific field trip. Any changes must be approved by the Office of the General Counsel prior to distribution for signature. One copy of the form should remain on campus in a designated location that can be accessed in case of an emergency. One copy should accompany the faculty/staff advisor for the trip.

Driving to and/or from the Field Trip Localities:

If private vehicles are to be used for driving to and/or from the field trip localities, the (1) [Student Authorization to Operate Privately Owned Vehicle for Any University-Affiliated Program or Trip](#) and (2) proof of compliance are required. The NS faculty/staff advisor for the trip may approve and sign. The form should remain on campus in a designated location that can be accessed in case of an emergency.

STATE POLICIES AND GUIDANCE

[Nevada Revised Statutes \(NRS\)](#)

[NS Purchasing and Procurement Card Manual](#)

[NSHE Board of Regents Handbook](#)

[NSHE Board of Regents Procedures and Guidelines](#)

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

[State of Nevada Department of Administration Policy Statement on Travel and Per Diem Policy](#)

[UNLV Risk Management & Safety](#)

[U.S. General Services Administration \(GSA\)](#)

FORMS

All applicable forms are available in the NS Dropbox (Public Folders - Finance and Business Operations – Procedures & Policies - Travel).

For questions or additional guidance, please contact Accounting Services at

[**businessoffice@nsc.edu**](mailto:businessoffice@nsc.edu)

- i [Publication 5137 \(Rev. 2-2020\) \(irs.gov\)](#) (p.4)
- ii [eCFR :: 2 CFR 200.475 -- Travel costs.](#)
- iii [Publication 5137 \(Rev. 2-2020\) \(irs.gov\)](#) (p. 4)
- iv [State Administrative Manual \(SAM\) revised 01 11 2022 \(nv.gov\)](#) (Section 0218)
- v [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- vi [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- vii [eCFR :: 2 CFR 200.475 -- Travel costs.](#)
- viii [State Administrative Manual \(SAM\) revised 01 11 2022 \(nv.gov\)](#) (Section 0204)
- ix [State of Nevada Travel and Per Diem Policy November 26, 2013 \(nv.gov\)](#) (J)
- x [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- xi [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- xii [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- xiii <https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/PGManual/chapters//Chapter%2005%20-%20Fiscal%20Procedures.pdf>
- xiv [Publication 5137 \(Rev. 2-2020\) \(irs.gov\)](#) (p. 4)
- xv [State Administrative Manual \(SAM\) revised 01 11 2022 \(nv.gov\)](#) (Section 0208)
- xvi [NRS: CHAPTER 608 - COMPENSATION, WAGES AND HOURS \(state.nv.us\)](#) (608.018)
- xvii [State of Nevada Travel and Per Diem Policy November 26, 2013 \(nv.gov\)](#) (C)
- xviii [State of Nevada Travel and Per Diem Policy November 26, 2013 \(nv.gov\)](#) (C)
- xix [State Administrative Manual \(SAM\) revised 01 11 2022 \(nv.gov\)](#) (Section 0212)
- xx [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- xxi [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- xxii [State Administrative Manual \(SAM\) revised 01 11 2022 \(nv.gov\)](#) (Section 0214)
- xxiii [State Administrative Manual \(SAM\) revised 01 11 2022 \(nv.gov\)](#) (Section 0204)
- xxiv [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- xxv [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- xxvi [State of Nevada Travel and Per Diem Policy November 26, 2013 \(nv.gov\)](#) (Section C)
- xxvii [State Administrative Manual \(SAM\) revised 01 11 2022 \(nv.gov\)](#) (Section 0210)
- xxviii [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- xxix [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- xxx [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- xxxi [State Administrative Manual \(SAM\) revised 01 11 2022 \(nv.gov\)](#) (Section 0210)
- xxxii [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 1)
- xxxiii [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- xxxiv [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 1)
- xxxv [COMPLETEHANDBOOKREV299.pdf \(nevada.edu\)](#) (Section 10)
- xxxvi <https://budget.nv.gov/uploadedFiles/budgetnvgov/content/Governance/SAM.pdf> (Section 0218)
- xxxvii <https://dw.opm.gov/datastandards/dataStandard/1433>
- xxxviii [Remote Work And Telework FAQs | GSA](#)
- xxxix [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Chapter 5, Section 11)
- xl [State Administrative Manual \(SAM\) revised 01 11 2022 \(nv.gov\)](#) (Section 0218)
- xli [State Administrative Manual \(SAM\) revised 01 11 2022 \(nv.gov\)](#) (Section 0216)
- xlii [COMPLETEHANDBOOKREV299.pdf \(nevada.edu\)](#) (Title 4, Chapter 23)
- xliii [State of Nevada Travel and Per Diem Policy November 26, 2013 \(nv.gov\)](#) (B)
- xliv [State Administrative Manual \(SAM\) revised 01 11 2022 \(nv.gov\)](#) (Section 0222)
- xlv [COMPLETEPGREV75.pdf \(nevada.edu\)](#) (Title 4, Chapter 5)
- xlvi [State of Nevada Travel and Per Diem Policy November 26, 2013 \(nv.gov\)](#) (Q. 3)
- xlvii [State Administrative Manual \(SAM\) revised 01 11 2022 \(nv.gov\)](#) (Section 0238)
- xlviii [COMPLETEHANDBOOKREV299.pdf \(nevada.edu\)](#) (Title 4, Chapter 23)