

TRAVEL CHAPTER - 0200

CHAPTER CONTENTS

- 0202.0 - Reimbursement of Travel Expenses
- 0204.0 - Board of Examiners' Travel Policy
- 0206.0 - Agency Policy Regarding Travel
- 0208.0 - Agencies Adoption of Lesser Travel Reimbursement Rate
- 0210.0 - Agency Accounting of Travel Expenses
- 0212.0 - Travel Status - In-State
- 0214.0 - Travel Status - Out-of-State
- 0216.0 - Air Transportation Between Las Vegas and Reno
- 0217.0 - Bonus Flight Points
- 0218.0 - Use of Rental Cars
- 0220.0 - Filing Travel Claims
- 0222.0 - Reimbursements for Meals Purchased for Firefighters, Patients, Wards or Inmates
- 0224.0 - State Treasurer's Account for Travel Advances
- 0226.0 - Travel Advances From the Agency Budget Account
- 0230.0 - State-Facilitated Charge Card
- 0232.0 - Travel Advances - Charge Card
- 0234.0 - Claims When Charge Cards Have Been Used
- 0236.0 - Disposition of Charge Cards Upon Employee's Change of Employment Status
- 0238.0 - Travel, Moving Expense on Transfer or Hiring of Employee
- 0240.0 - Reimbursement Eligibility
- 0242.0 - Allowance for Moving Household Goods by Common Carrier
- 0244.0 - Allowance for Moving Household Goods by Rental Truck or Trailer
- 0246.0 - Allowance for Moving Mobile Home
- 0248.0 - Per Diem and Subsistence Allowances for Moving
- 0250.0 - Mileage Allowance
- 0252.0 - Maximum Allowance
- 0254.0 - Transfers Without Reimbursement
- 0256.0 - Interview Expenses

TRAVEL 0200***REIMBURSEMENT OF TRAVEL EXPENSES*****0202.0**

NRS §281.160 outlines the State's statutes regarding travel and subsistence for State officers and employees.

BOARD OF EXAMINERS' TRAVEL POLICY**0204.0**

In accordance with NRS 281.160(7) the Board of Examiners' shall establish the rate of reimbursement State officers and employees are entitled to receive while transacting public business. This rate must be the same as the comparable rate established for employees of the Federal Government; however, certain State policies may differ and supersede the established federal guidelines or policy. It is the Board of Examiners' policy that travel should be by the least expensive method available when such factors as total travel time, salary of traveler, availability of agency cars or State motor pool cars, and costs of transportation are considered.

Advanced planning for travel will allow for the purchase of airline tickets at discounted rates. Air coach is recommended to all areas serviced.

AGENCY POLICY REGARDING TRAVEL**0206.0**

Because of the variety of situations faced by State agencies, detailed rules are not specified in SAM. The Board of Examiners instructs all agencies to carefully review travel requirements and to adopt detailed policies consistent with the Board of Examiners' travel policy and within the legislatively approved travel budget authority. These policies may include, but are not limited to:

1. The hours and conditions during which an employee will be allowed to claim meals.
2. Overnight lodging within 50 miles of principal station.
3. Combining State business and personal travel.
4. Out-of-State travel requests.
5. Employees traveling as members of non-state agencies.
6. Use of private aircraft.
7. The conditions under which an employee will be allowed to claim mileage while using the employee's personal vehicle.
8. Conditions under which incidentals may be claimed.

AGENCIES ADOPTION OF LESSER TRAVEL REIMBURSEMENT RATE**0208.0**

NRS §281.160 (6) allows an agency to adopt a rate of reimbursement less than the amounts specified in NRS §281.160 (1) where unusual circumstances make that rate desirable. An agency adopting such rates, must submit their proposed policy to the Board of Examiners for approval. The lesser rates may not be adopted until such approval.

A person employed by an agency that has adopted a lesser reimbursement rate shall be reimbursed in accordance with the agency's regulations. Members of boards, contractors, and commissions will be reimbursed at the State rate.

AGENCY ACCOUNTING OF TRAVEL EXPENSES

0210.00

All travel expenses of State employees will be charged to the budget account specifically appropriated or authorized to provide for the employees' salary and/or travel expenses. The Budget Division must approve all exceptions to this rule in advance of the travel.

TRAVEL STATUS - IN-STATE

0212.0

People in travel status shall receive reimbursement at a rate comparable to the rates established by the US General Services Administration (GSA) for the state of Nevada. Maximum per diem reimbursement rates for Nevada's lodging, meals and incidental expenses are established by city/county and vary by season. Receipts are required for all lodging expenses except in cases where an employee requests the standard (non-surveyed) Continental United States (CONUS) federal per diem rate, or less. In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. Lodging taxes are limited to the taxes on reimbursable lodging costs. For example, if the maximum lodging rate is \$50 per night, and you elect to stay at a hotel that costs \$100 per night, you can only claim the amount of taxes on \$50 which is the maximum authorized lodging amount. Meals will be reimbursed in accordance with the meals and incidental expense (M&IE) allowance. Receipts are not required for the M&IE allowance. Pursuant to SAM 0206.0 the hours and conditions to which employees are allowed to claim meals should be included within each agency's travel policy. State employees are directed to the GSA's website <http://gsa.gov> and the link "Per Diem Rates" for the most current rates. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided. Employees 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 M&IE rates vary by season, for guidance on deducting these amounts employees should refer to the "Meals and Incidental Expense Breakdown" link on the GSA website.

1. Upon approval of the agency head, agencies may make exceptions to the rate of reimbursement for lodging when the following applies:
 - a. lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
 - 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.

If the condition(s) above exist, agencies may apply the following rules to the rate of reimbursement for in-state travel:

- c. 150% of the standard CONUS federal per diem rate for non-surveyed in-state sites;
2. Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees for private automobiles and commercial transportation costs (i.e., taxi, shuttle, etc.). Receipts are required.
3. Other miscellaneous reimbursable business related expenses are: use of Internet services, computers, printers, faxing machines, and scanners; conference room rentals, official telephone calls/service. Receipts are required.
4. Employees will be reimbursed for laundry cleaning/pressing services if the employee's official business related hotel stay is 4 consecutive nights or longer. Receipts are required.

5. An employee using his own personal vehicle for the State's convenience will be reimbursed at the standard mileage reimbursement rate for which a deduction is allowed for travel for federal income tax. The Department of Administration, Budget Division shall issue an All-Agency Memorandum periodically reflecting the current rate in effect at that time.
6. An employee using his own personal vehicle for the employee's convenience will be reimbursed at one-half the standard mileage reimbursement rate.

TRAVEL STATUS - OUT-OF-STATE

0214.0

People in travel status shall receive reimbursement at a rate comparable to the rates established by the US General Services Administration (GSA) for their primary destination. Maximum per diem reimbursement rates for lodging, meals and incidental expenses are established by the city/county and vary by season. Receipts are required for all lodging expenses. In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. Lodging taxes are limited to the taxes on reimbursable lodging costs. For example, if the maximum lodging rate is \$50 per night, and you elect to stay at a hotel that costs \$100 per night, you can only claim the amount of taxes on \$50 which is the maximum authorized lodging amount. Meals will be reimbursed in accordance with the meals and incidental expense (M&IE) allowance for the primary destination. Receipts are not required for the M&IE allowance. Pursuant to SAM 0206.0 the hours and conditions to which employees are allowed to claim meals should be included within each agency's travel policy. State employees are directed to the GSA's website <http://gsa.gov> and the link "Per Diem Rates" for the most current rates. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided. Employees 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 M&IE rates vary by season, for guidance on deducting these amounts employees should refer to the "Meals and Incidental Expense Breakdown" link on the GSA website.

1. Upon approval of the agency head, agencies may make exceptions to the rate of reimbursement for lodging when the following applies:
 - a. lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
 - 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.

If the condition(s) above exist, agencies may apply the following rules to the rate of reimbursement for out-of-state travel:

- c. 175% of the federal per diem rate for surveyed out-of-state sites or;
 - d. 300% of the standard CONUS federal per diem rate for non- surveyed out-of-state sites.
2. Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees for private automobiles and commercial transportation costs (i.e., taxi, shuttle, etc.). Receipts are required.
3. Other miscellaneous reimbursable business related expenses are: use of Internet services, computers, printers, faxing machines, and scanners, conference room rentals, official telephone calls/service. Receipts are required.

4. Employees will be reimbursed for laundry cleaning/pressing services if the employee's official business related hotel stay is 4 consecutive nights or longer. Receipts are required.
5. The Board of Examiners has approved a meal rate for employees traveling outside the United States, commensurate with the U.S. Department of State's meal allowances for foreign cities as listed in the U.S. Department of State's publication, Maximum Travel Per Diem Allowance for Foreign Areas. The current foreign per diem rates can be accessed at the U.S. Department of State's website at <http://www.state.gov/m/a/als/prdm/>.
6. An employee using his own personal vehicle for the State's convenience will be reimbursed at the standard mileage reimbursement rate for which a deduction is allowed for travel for federal income tax. The Department of Administration, Budget Division shall issue an All-Agency Memorandum periodically reflecting the current rate in effect at that time.
7. An employee using his own personal vehicle for the employee's convenience will be reimbursed at one-half the standard mileage reimbursement rate.

AIR TRANSPORTATION BETWEEN LAS VEGAS AND RENO

0216.0

State agencies traveling between Reno and Las Vegas are to use the Southwest Airlines corporate Internet booking tool, SWABIZ. State agencies can obtain information about SWABIZ from the State Purchasing Division's website at <http://purchasing.state.nv.us>. Due to the fluid nature of the travel industry, changes to the State's travel program will be announced to State agencies via all agency memorandums, in addition to being posted on the State Purchasing Division's website.

BONUS FLIGHT POINTS

0217.0

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

USE OF RENTAL CARS

0218.0

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

FILING TRAVEL CLAIMS

0220.0

All claims for travel reimbursement to an individual should be filed on a TE "Travel Expense Reimbursement Claim" form. All relevant areas of the TE form must be completed including the start and end times, destination, purpose of trip, and original signatures. The claimant should sign attesting to the accuracy of the claim. A supervisor, manager, or designee must sign the TE form approving the appropriateness of the travel. Travel claims should be submitted within one month of completion of travel unless prohibited by exceptional circumstance. An employee cannot sign as the authorizing signature any travel voucher made out in his own name unless he is the head of the agency.

***REIMBURSEMENTS FOR MEALS PURCHASED FOR FIREFIGHTERS,
PATIENTS, WARDS OR INMATES***

0222.0

The Nevada Division of Forestry, when providing firefighters meals per NRS §472.112, may request reimbursement for tips that are directly related to the provision of fire meals for firefighters when the cost of the meal in total is less than or equal to the State per diem rate.

State officers or employees who purchase meals for people in their custody are entitled to reimbursement for the actual cost of such meals, within the limits established for State employees. A receipt for each meal purchased must accompany claims for reimbursement. If a State agency sends an unchaperoned or unguarded client to an institution for treatment or care by public conveyance, an employee of the agency may advance an allowance for meals at the same rate allowed State employees. Reimbursement for such advance shall be made upon a regular travel claim, with the receipt waived.

Agencies may, with the approval of the Clerk of the Board of Examiners, which is appealable to the Board of Examiners, set up petty cash accounts to reimburse employees for meals purchased for firefighters, patients, wards or inmates. A receipt for each meal purchased must accompany claims for reimbursement to the petty cash account.

STATE TREASURER'S ACCOUNT FOR TRAVEL ADVANCES

0224.0

The State Treasurer's account for travel advances provides money to State officers and employees for authorized travel expenses before they travel on State business. However, the primary sources for cash travel advances are the State facilitated charge cards or the agency budget account. The Treasurer will issue travel advances on an exception basis only and then only in the case of an agency temporary budget restriction (section 0226.0). (NRS §281.171) Please call the State Treasurer at 775-684-5764 for the current procedures.

TRAVEL ADVANCES FROM THE AGENCY BUDGET ACCOUNT

0226.0

In the event an advance is not available through the use of the State facilitated charge card, a State employee may be advanced money to cover anticipated travel expenses from the agency budget account at the discretion of the agency or, in the case of a temporary budget restriction, the State Treasurer. Only State officers and employees may receive a travel advance. Independent contractors are not eligible to receive travel advances. The agency head, or his designee, must approve employees' written requests. The amount advanced must be justified by the circumstances. Travel advances constitute a lien upon the accrued wages of the requesting employee. (NRS §281.172, §281.173)

The procedure for obtaining a travel advance through the Agency budget is:

1. If the administrative head or his designee approves the request, he shall process a voucher for a cash advance for travel in the approved amount in the same manner as other claims against the State are processed.
2. Unless approved by the Budget Division in advance, all cash advances for travel issued by the administrative head or his designee must be charged to the budget account to which money was appropriated or authorized for expenditure for the travel.
3. If the administrative head or his designee cannot process a cash advance for travel because of a temporary budget restriction, the administrative head may, with the approval of the Budget Division, forward a copy of the request and approval to the State Treasurer.
4. The administrative head or his designee must reconcile cash advances to actual travel taken.

STATE FACILITATED CHARGE CARDS

0230.0

The State Department of Administration has contracted with a provider of charge cards for travel related expenses. The charge cards are for official use only, and they should be used, whenever possible, to pay for travel related expenses. Charge cards may be issued at the option of the employee. Only State officers and employees may receive a State facilitated charge card. State agencies may establish a charge limit for each card for each transaction, and an overall charge limit. The payment of the charge card bill is the responsibility of the individual to whom the card is issued. It is the agency's responsibility to monitor employees' credit card activity on a monthly basis.

TRAVEL ADVANCES - CHARGE CARD

0232.0

The primary procedure for obtaining a cash travel advance is through the use of the State facilitated charge card at an authorized Automated Teller Machine (ATM) facility. The State facilitated charge card is for official State business only. The payment of the charge card bill is the responsibility of the individual to whom the charge card is issued.

Cash travel advances obtained through the State facilitated charge card are subject to the following restrictions:

1. Absent exigent circumstances, the dollar amount of any cash advance is limited to \$200 in any seven (7) day period.
2. Absent exigent circumstances, the minimum advanced is the meal per diem for one full day.
3. The standard charge card fee for cash advance transactions, which is currently \$4.00, is reimbursable by the State to the employee for every authorized advance obtained through the use of an ATM. Said expense should be treated for budgeting purposes as any other travel expense. In the event the contracted cash advance fee changes, State agencies will be notified via all agency memorandums, in addition to being posted on the State Purchasing Division's website at www.purchasing.state.nv.us
4. Additional bank ATM facility charges related to obtaining an authorized advance from an ATM are also reimbursable by the State to the employee, subject to a maximum of \$3.00 per authorized advance.
5. The maximum withdrawal per advance is subject to restrictions established by the traveler's agency but should be limited to one (1) per authorized trip.
6. The cash advance is available for any normal, reimbursable out-of-pocket expense incurred by the traveler which includes, but is not limited to, meals per diem, ground transportation, tolls and parking. Circumstances may dictate, however, that a traveling employee is required to obtain an additional cash advance from an ATM in order to pay for an unexpected out of pocket expense, e.g., hotel room expense. Such exceptions will be considered on a case-by-case basis by the traveling employee's agency.
7. In the event an employee incurs interest charges related to late payment of a charge card bill on which only authorized charges occur, and absent exigent circumstances, the employee has submitted the request for reimbursement ("Travel Claim") within five (5) days after returning from the trip to which the interest charge relate, the State will reimburse the employee for the interest charge incurred. Prior to requesting reimbursement, however, the employee shall inform the employee's agency Travel Coordinator of any extenuating circumstances that might be used to request the Business Service Representative of the charge card Contractor to eliminate any accrued interest charges. Reimbursement of eligible interest should be treated for budgeting purposes as any other travel expense.
8. The Director of the Department of Administration, may determine on a case-by-case basis, whether exigent circumstances permit deviation from these regulations.
9. Whenever an officer or employee uses a charge card issued at the request of the State for cash advances or travel expenses and the receipt of his travel reimbursement may be delayed more than 5 working days after the date of the initial submission of the travel reimbursement claim, the administrative head or his designee shall immediately issue to the officer or employee, for payment

to the issuer of the credit card issued at the request of the State, a cash advance in the amount of the total travel expenses charged on the charge card.

CLAIMS WHEN CHARGE CARDS HAVE BEEN USED

0234.0

When an employee who has used a charge card for State travel expenses submits a claim for reimbursable expenses, all agencies concerned should exercise haste in processing the claim to preclude the employee from incurring an interest charge on the charge card account. Claims should be filed by the traveler within 5 days after returning from travel status. The employee's agency should take no more than 2 working days to process the claim. Interest charges incurred due to delays beyond the control of the traveler will be travel expenses reimbursable by the traveler's agency.

Whenever an officer or employee uses a charge card issued at the request of the State for cash advances or travel expenses and the receipt of his travel reimbursement may be delayed more than 5 working days after the date of the initial submission of the travel reimbursement claim, the administrative head or his designee shall immediately issue to the officer or employee, for payment to the issuer of the credit card issued at the request of the State, a cash advance in the amount of the total travel expenses charged on the charge card.

DISPOSITION OF CHARGE CARDS UPON EMPLOYEE'S CHANGE OF EMPLOYMENT STATUS ***0236.0***

When an employee who has been issued a charge card for travel expenses transfers to a different agency or leaves State service, the employee's agency shall:

1. If the employee transfers within State service, notify the Business Service Representative of the Contractor for the charge cards of the transfer; or
2. If the employee leaves State service, immediately retrieve the charge card from the employee and notify, within 24 hours after the change in the employee's status, the Business Service Representative of the Contractor for the charge cards that the employee has left State service.

TRAVEL, MOVING EXPENSE ON TRANSFER OR HIRING OF EMPLOYEE

0238.0

NRS §281.167 outlines the State's statutes regarding reimbursement of travel and moving expenses on transfer or hiring of State employees. All requests for payment of travel expenses, subsistence allowances and moving expenses must be submitted to the Clerk of the Board of Examiners before obligations are incurred. An estimate of costs to be incurred must be provided with the request and include:

1. A listing of the individual(s) being considered for reimbursement;
2. The purpose of the reimbursement including, if moving expenses, a detailing of the position's critical need;
3. The dates the obligations will be incurred; and
4. A detailed estimate of the total expenses including an itemization of travel costs, per diem rates and moving expenses.

Upon approval by the Clerk, claims are submitted for payment in the same manner as other travel claims against the State from the agency's funds and must include a copy of the approved request. Receipts must support all moving expense reimbursements. Agencies must assure that funds are available within their existing budgets.

REIMBURSEMENT ELIGIBILITY

0240.0

To be eligible for reimbursement, the following conditions must be met:

1. The transferring or hiring agency head must approve moving reimbursement; or in the case of a permanent employee who is transferring between State agencies, the head of the agency, board or commission accepting the employee.
2. The payment of moving expenses must be justified. It must be less expensive for the agency to pay moving expenses than to pay the employee per diem and travel expenses for new duty station assignments of short duration.
3. The relocation must occur within six months of transfer or appointment.
4. Except for people newly hired due to critical need, the employee must have achieved permanent status within the agency at some point in time, thus being permanent to the agency rather than permanent in position classification.
5. The transfer must be for the convenience of the State and not for the convenience of the individual.
6. The move must be for more than 50 miles between duty station or home address, whichever is less.
7. Subject to all other conditions of eligibility, the State may, on behalf of those current State employees with demonstrated financial hardship, pay a vendor directly for moving expenses incurred. For example, the State may pay the common carrier directly for moving of household goods in lieu of reimbursement to the employee. All requests for a direct payment to a vendor shall be submitted as part of the request for payment to the Clerk of the Board of Examiners before obligations are incurred.

ALLOWANCE FOR MOVING HOUSEHOLD GOODS BY COMMON CARRIER

0242.0

Allowances for moving household goods by common carrier are as follows:

1. Up to 18,000 pounds of household goods.
2. Up to 60 days storage in transit. Storage may be paid at point of origin, destination point, or both but shall not exceed a total of 60 days.
3. The employee may secure and be reimbursed for transit insurance up to a maximum of \$75,000 coverage on such household goods.
4. The reimbursement rate for packing material and labor will be the actual cost for the household up to the maximum of \$750.00.
5. Reimbursement may not be claimed on the following items: Animals, excessive hobby material and equipment, automobiles, boats, airplanes, camping vehicles and mobile homes which are not the primary residence of the employee, explosives and other dangerous goods, foodstuffs subject to spoilage, building materials, fuel or other similar non-household articles and goods not the property of the employee.

ALLOWANCE FOR MOVING HOUSEHOLD GOODS BY RENTAL TRUCK OR TRAILER

0244.0

An employee may elect to move his household goods in a rental truck or trailer:

1. The maximum allowable moving costs using rental equipment may not exceed the cost of moving 18,000 pounds of household goods by common carrier plus the maximum rate for packing material and labor. These costs must be compared between the same origin and destination.
2. A mileage allowance for towing a trailer by personal automobile may be paid at the rate established for use of a private vehicle at the State's convenience.

ALLOWANCE FOR MOVING MOBILE HOME

0246.0

Allowable moving expenses may be paid for a mobile home that is the primary residence of the employee.

1. Allowable mobile home moving expenses may not exceed the cost of moving 18,000 pounds of household goods by common carrier plus the maximum rate for packing material and labor. These costs must be compared between the same origin and destination. Two extra days of per diem will be allowed if the employee moves the mobile home him/herself.

2. Allowable moving costs may include a combination of costs resulting from moving household goods by common or other carrier and moving the mobile home by a professional mover. Items excluded for allowable costs are: wrecker services necessary to place the unit in position for over-the-road movement, tire failure, temporary carriage or the installation of a removable undercarriage and any costs incurred to bring the mobile home up to safety requirements for over-the-road movement.

PER DIEM AND SUBSISTENCE ALLOWANCES FOR MOVING

0248.0

Allowable per diem and subsistence allowances:

1. Per diem will be paid for the actual days in transit not to exceed 6 days. The employee may elect to utilize a portion of the total day allocation to locate suitable housing before the move, with prior approval from the agency head.
Per diem and mileage rates allowable for location of housing will only apply to the employee and spouse and will be reimbursed at the established in-State rates.
2. Allowable per diem shall be equal to regular travel status for the employee and family members.
3. Allowable lodging will be approved as follows:
 - A. For the employee: Established in-State rates.
 - B. For the spouse: Three-fourths the amount allowed the employee up to the actual.
 - C. For each additional member of the family: Age 12 or over, three fourths of the employee allowance up to the actual; under age 12, one-half the employee allowance up to the actual.
4. Receipts are required for lodging if the family accompanies the employee.

MILEAGE ALLOWANCE

0250.0

In addition to the allowances for moving household goods, an agency may pay one-way personal vehicle mileage from the old to the new place of residence for a maximum of two personal vehicles. The actual miles traveled are reimbursable at the rate established for use of a personal vehicle at the State's convenience.

MAXIMUM ALLOWANCE

0252.0

The specified allowances should not be considered as entitlements. An agency may, with the approval of the Board of Examiners, establish a rate of reimbursement less than the amounts specified.

TRANSFERS WITHOUT REIMBURSEMENT

0254.0

Transfers without reimbursement cannot be used to harass or discipline an employee.

INTERVIEW EXPENSES

0256.0

NRS §281.169 allows an agency to pay for the travel and per diem expenses of the three most highly rated applicants, for a permanent position with that agency, incurred while those applicants interview for that position.

All requests for travel and per diem expenses must be submitted to the Clerk of the Board of Examiners before obligations are incurred. An estimate of the costs to be incurred must be included with the request and include:

1. A list of the individual(s) being considered for reimbursement;
2. The purpose of the reimbursement;
3. The dates the obligations will be incurred; and
4. A detailed estimate of the total expenses including an itemization of travel costs and per diem rates.

Upon Board of Examiners' approval, claims are submitted for payment in the same manner as other travel claims and must include a copy of the approved request. Agencies must assure that funds are available within their existing budgets.

No reimbursement may be made to an applicant who has been offered the position and declined.