
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 100.004
EFFECTIVE DATE: 09/18/07
REVISED: 02/03/26
02/20/18, 06/19/18, 04/16/25
AUTHORITY: BOCC
COUNTY MANAGER: AO

SUBJECT: TRAVEL POLICY

I. PURPOSE:

To establish uniform guidelines for payment of travel expenses incurred by County employees while on County business.

Before traveling, please call the Comptroller's office for any clarifications.

II. DEFINITIONS:

1. **Employee:** County employees including elected, appointed, unclassified, classified, permanent, part-time, seasonal, hourly, and quasi-employees.
2. **GSA:** General Services Administration
3. **Incidentals:** fees and tips given to porters, baggage carriers, hotel staff, etc.
4. **M&IE:** Meals and Incidental Expenses
5. **Per Diem:** The amount of funds allowed to employees traveling as noted (#3) while on County business to cover meals or other out-of-pocket expenses.
6. **Quasi-employees:** Members of boards, and commissions, and all other people providing services in an official capacity, to the county, with or without compensation, including volunteers in the public safety sector. Expenses for this category of employees must be pre-approved by the responsible department head or County Manager.
7. **Travel:** Any trip outside the county by a county employee in the course of performing their duties, and within the county's TRI Center or Lockwood area.

III. POLICY:

1. The county recognizes that certain travel and related expenses incurred on behalf of the county by its employees are of benefit to the county. The county will pay for employees reasonable and customary expenses associated with such travel.

Travel shall be at the most reasonable and economical cost to the county, considering total cost of transportation, time spent in transit, and the availability of county vehicles and resources.

2. Employees should endeavor to attend training and conferences in the State of Nevada, or in the closest proximity thereof, whenever possible, if such training or conference is of comparable value to that offered out of state or otherwise distant. Expenses incurred under this policy shall be consistent with the best interest of the County and its desire to minimize travel costs.

IV. CONDITIONS:

1. All employees traveling on county business, including attendance at training sessions, seminars, conventions, professional associations and any emergency travel, must comply with this policy. Violations of this policy, including falsification of travel expenses, will result in disciplinary action, up to and including termination.
2. Any personal travel and associated expenses incurred in conjunction with approved travel on county business must be separate and distinguishable from official, reimbursable county travel expenses. While it is not the intent of the County to pay for personal travel expenses, in the rare exception this happens, reimbursement is required within 5 business days after returning to work.
3. When travel expenses are funded through a grant, employees must ensure that the travel has been approved by the granting agency and that all expenditures comply with both the grant's terms and conditions and this travel policy.

V. PROCEDURES:

1. Authorization to Travel:

- i. All employee travel must be approved by their department head. Employees may travel within the continental United States as long as funds are available within the applicable budget to cover travel costs. Travel by department heads must be authorized by the County Manager and travel by elected officials is self-authorized.
- ii. Sufficient funds must be available in the subject Departments budget before travel may be authorized.
- iii. Travel outside of the continental United States requires Board of Commissioner approval when there is any cost incurred by the county.
- iv. During times of budgetary constraint, the Comptroller with concurrence by the County Manager may place restrictions on out-of-state travel, long-distance travel, and travel necessitating overnight stay.

VI. ELIGIBLE & INELIGIBLE EXPENDITURES:

1. Generally, eligible expenditures are those actual travel-related costs incurred by an employee as a result of performing county business. Travel costs typically include meals, transportation, sleeping accommodations, event registration and fees, etc.
2. **Registration Fees:**
 - i. Fees to attend a conference, seminar, convention, training, etc. may be paid in advance by regular voucher through accounts payable process or paid on-site with a county purchase card. Request for payment after-the-fact must be submitted to the Comptroller's office for payment with documentation no later than 5 business days from the return from travel or the function.
3. **Transportation Costs:**
 - i. When planning the transportation portion of a trip, consider all aspects of cost to the county such as daily expenses, overtime (consult with HR regarding FLSA Overtime requirements during travel), lost work time, as well as actual transportation costs. Actual costs of transportation, such as air travel, bus travel, train travel, taxi, Uber, e-bikes and scooters, car rentals, and parking fees (but not violation fines), are eligible under this policy. Non-reimbursable fares must be avoided, except when no other option exists, in case of necessary travel cancellations. The employee will be subject to paying for non-reimbursable fares if a trip is canceled, except where reviewed and approved by the Comptroller and/or the HR Director.
4. **Wi-Fi Charges During Travel:**
 - i. Wi-fi charges are reimbursable under this policy when county work is performed as described in Subsection E of this section. Use of wi-fi must conform to the county's Internet Security Policy.
5. **Hours Worked Traveling to and from:**
 - i. *Special one-day assignment in another city:* When an employee who regularly works at a fixed location in one city is given a special one-day assignment in another city and returns home the same day, the time spent travelling to and returning from the other city is work time. Employers may deduct that time the employee would normally spend commuting to the regular work site.
 - ii. *Travel away from home community:* When travel keeps an employee away from home overnight, regular work hours are considered work time, even during usual non-working days. For example, an employee's normal schedule is Monday through Friday, 8 a.m. to 5 p.m. A seminar requires the employee to leave Sunday afternoon to travel out-of-town for one night.

The employee would be paid for all travel time that cuts across the normal schedule (i.e., 8 to 5) but would not need to be paid before 8 a.m. or after 5 p.m. (unless the employee is producing/performing actual work, including driving). Time spent traveling to and between home or the normal workplace and the airport is not considered hours worked unless it cuts across the employee's normal schedule. However, time spent traveling between the conference or event location and the airport, and time spent waiting at the airport is considered time worked.

- iii. *Outside of normal work hours, driver will be compensated for travel time while driving the automobile.*
- iv. *When travel time creates additional hours worked, efforts should be made to adjust schedules in advance to avoid incurring overtime.*

VII. MODES OF TRANSPORTATION:

1. **Airline Travel:** All air travel shall be by coach or economy class except under extenuating circumstances that are approved by the Comptroller and/or County Manager. Economy-plus or similar "coach" upgrade seating is permitted for air travel exceeding 4 hours, less layover time. Efforts should be made to book air travel at least 30 days in advance to take advantage of lower rates. Reasonable and actual add-on airline fees, such as checked baggage fees, may be allowed, and require a receipt.
 - i. Airfare Equivalent Reimbursements. If employees choose to drive instead of flying, reimbursement will be subject to approval by the Comptroller and/or the County Manager. The cost of airfare and related travel expenses as compared to the mileage rate for the distance driven may be taken into consideration.
2. **Use of Personal Vehicle:**
 - i. Reimbursement will be at the IRS allowed mileage rate in effect January 1 of each year.
 - ii. Mileage to the Reno-Tahoe Airport will be reimbursed based on 30 miles (from Virginia City to the Airport).
 - iii. Mileage will be reimbursed for business related trips to Carson City and Reno, based on 17 miles from Virginia City to Carson City, and 32 miles from Virginia City to Reno.
 - iv. County vehicles should be used, when available, before the use of private vehicles unless the employee has a current Vehicle Stipend Agreement signed (per the Vehicle Stipend). When using a personal vehicle for county business, the employee's personal insurance provides primary coverage. The county's insurance provides no coverage on the employee's vehicle.

If a personal vehicle is used as personal preference when a county vehicle is available, mileage will be reimbursed at 50%, per state NRS 281.160 (3).

- v. Reimbursement is to be requested on the Travel Expense Claim Form. (Form F004-A). The claim form should be filled out as completely as possible, with back-up information. Odometer readings are not required.
3. **Use of County Vehicles:**
- i. Unless otherwise authorized by the County Manager, only County employees are authorized to drive county-owned vehicles.
4. **Use of Rental Vehicles:**
- i. The expense of a rental vehicle will be reimbursed when rented for business necessity, not personal convenience.
 - ii. Rental cars are to be utilized with prior approval by the Comptroller, subject to review and consideration by the County Manager.
 - iii. Payment for rental vehicles must be made using a County issued credit or procurement card whenever possible for insurance purposes. If use of a personal credit card is approved on an exception basis, the rental agreement must clearly be signed “on behalf of Storey County”. Failure to do so may expose an employee to added personal liability in the event of accidents.
 - iv. Travelers should decline optional rental car insurance, as County business travel within the U.S. is covered by the County's insurance. Rental companies may request proof of coverage; travelers should carry either the County’s certificate (available from the Comptroller’s Office) or their personal insurance.
 - v. Rental of high-end luxury and exotic vehicles (e.g., Hummer, Bentley, Lotus, Ferrari, Cyber-Truck, Cadillac, Lincoln and similar vehicle class.) is not eligible under this policy. Tesla (i.e., Model 3 and Y) and other EV passenger vehicles may be rented if the cost and terms of such rental are relative to other economy class or standard class rental vehicles.

VIII. LODGING COSTS:

- 1. The actual costs of hotel or motel lodging accommodations are eligible per this policy. The lowest cost option should be selected with consideration given to convenience and safety of the travelers. Reservations for lodging should be made at least 30 days in advance whenever possible. Always check special rates such as government rates, conference or other special that would reduce county costs. Use of Air B&B, VRBO, and other similar boarding accommodations is subject to pre-approval of the County Manager and Comptroller, with cost-savings to the county being a premise of such approval.
- 2. Costs such as phone calls, food, drink, and other costs not related to business charged to the room should be paid separately by the employee upon check-out so as to better

differentiate business and non-business expenses. These non-business-related costs are not reimbursable. No reimbursement will be made without receipts.

The hotel or boarding accommodation receipt received at check-out must be turned into the Comptroller's office within 5 business days of the travel. Lodging expenses are payable on a vouchers payable form.

3. If a family member or guest accompanies the employee, the employee is responsible for payment for the amount over that of a single accommodation.

IX. MEALS AND FOOD RELATED EXPENSES:

1. **General Meal Expenses:** The employee will be reimbursed for meal expenses in accordance with this section. No per-diem meal allowance will be allowed for any meals that are provided by some other entity, person or group while the employee is on travel status, including, for instance, sponsor or event provided meals and airline meals as designated on the airline ticket. Event schedule will be required when available for verification. A meal for the employee and one or more employees or non-employees is reimbursable as a business-related meal when the principal purpose of the combined business and meal was the active conduct of business and when all members of the party receiving the county-paid meal were actively engaged in business and business-related discussion, negotiations, or other business transactions during a majority of the meal period, and when that business and business-related discussion generated specific business benefit to the county. If the business discussion is only incidental to the meal, the expense is not eligible.
2. A meal for the employee and one or more employees or non-employees is also reimbursable as a business-related meal when the meal was associated with the active conduct of county business, such as when the meal occurred directly before or directly after a substantial business discussion that resulted in specific business benefit to the county. Among the facts to consider are the place, date, and duration of the business discussion, and the reasons that the meal did not take place on the same day of the business discussion. For example, when a group of business associates arrive from out-of-county to hold a substantial business discussion and the county employee takes them to dinner on the evening before the business discussion, or on the evening of the day following the business discussion, the meal expense is generally considered to be held directly before or after the discussion and the expense meets the test.
3. Business-related meals are not subject to the per diem limitations above, but limits may be imposed by the County Manager and meals must not be extravagant.
4. Business-related meals may only be reimbursed for county department heads, the County Manager, and elected officials, unless specific approval is provided by the department head and the County Manager.

5. **General Services Agency Per Diem Reimbursement Schedule:** The following standard reimbursement rates are maximums, not allowances. The steps to find the GSA per diem rate are as follows:
 - i. Visit www.gsa.gov/perdiem.
 - ii. On the provided map, click the location where you will be traveling.
 - iii. Find the total “M&IE” in the chart for the city/region where you will be traveling.
 - iv. Using that “M&IE” amount and using the table provided below, find the exact or closest listed M&IE amount in the first column. The corresponding row is the total per diem amount for each meal and for the daily total.
 - v. For fiscal year 2026 The amount for meals provided in Nevada will be as follows and will be updated as the gsa.gov website is updated:

Table 1: Nevada M&IE Amounts for FY26

<u>Location</u>	<u>M&IE Total</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Incidental Expenses</u>
Washoe County	\$80.00	\$20.00	\$22.00	\$33.00	\$5.00
Clark County	\$86.00	\$22.00	\$23.00	\$36.00	\$5.00
All other locations in Nevada	\$68.00	\$16.00	\$19.00	\$28.00	\$5.00

*** An exception request for meal reimbursement that exceeds the maximum authorized amount by up to twenty percent (20%) may be submitted. This request must be in writing, clearly outline the specific circumstances requiring the additional funds, and include copies of all itemized receipts.**

6. **Option 1: Preferred:** Travel Expense Claim Form for reimbursement:
 - i. To receive travel reimbursement, a Travel Expense claim form (F004-A) must be completed and submitted to the Department Head for approval. The department head must verify that the request conforms to this policy then the form should be submitted to the Comptroller’s office for processing. The Travel Expense Request Form will be processed through the Comptroller’s office during the regular payroll process. Event schedules or agendas must be attached to the Travel Expense Claim Form.

7. **Option 2: Usage of County Credit Card:**
 - i. Each meal is charged to the county credit card using the GSA allowances. If two or more employees are traveling together, one charge is sufficient. However, name of employees and department must be written on the receipt.
 - ii. Documentation and receipts should follow Policy 047 Purchase Card.
 - iii. Tips may be up to 20% of the cost of the meal.
 - iv. Meal allowances cannot be combined into one meal purchase.

8. **Option 3: Travel Advance**
 - i. Advance for travel must be requested on the Travel Expense Claim Form (Form F004A) and submitted by the employee to the department head. The department head, if approved, will submit the form to the Comptroller for consideration.
 - ii. Travel Advance requests are subject to approval by the Comptroller. The Comptroller may approve travel advances when there are extenuating circumstances warranting this method of payment (e.g., when the employee does not have a county purchase card and/or when the employee is unable to pay for expenses before submitting a request for reimbursement). The Comptroller may for any reason and without explanation deny any travel advance request.
 - iii. All money advanced to an employee to pay for travel expenses constitutes a lien in favor of the county upon the accrued wages or accrued benefit payments of the employee to whom the advance was made. NRS 245.062(4).
 - iv. Requests for advance funds must be submitted to the Comptroller's office at least one pay period before travel to ensure timely processing. The amount allowed is subject to review and approval by the department head, Comptroller or County Manager.
 - v. Receipts accounting for all travel expenses for which per-diem advance was made must be presented to the Comptroller's office on a Travel Expense Claim Form (Form F004A) within 5 business days after the employee's return from travel. Failure to submit the request for reimbursement within 5 business days may result in the advance being reported as taxable income.
 - vi. Advances not expended from the travel advance must be deposited with the Treasurer's office within 5 business days of returning from travel and a copy of the Treasurer's Receipt must be submitted to the Comptroller's office with all backup documentation attached. Failure to submit the request for reimbursement within 5 business days may result in the advance being reported as taxable income.

X. UNAVAILABLE BACKUP DOCUMENTATION FORM:

1. An Unavailable Backup Documentation Form is required to detail travel when no original documents are available. A narrative description of the event, the name of the sponsor, the date(s) of the event, costs, location and purpose must be attached to the Travel Expense Claim Form (Form F004A) described in paragraph (1) above. The Travel Expense Claim Form (Form F004A) must be submitted no later than 5 business days after the end of the month.
2. Abuse of the Unavailable Backup Documentation Form, such as fraudulent information or habitual loss or mismanagement of receipts, may result in further **advances not being approved and possible disciplinary action up to and including termination.**

XI. INELIGIBLE EXPENSES:

1. Include, but are not limited to, the following:
 - i. Airline club membership.
 - ii. Childcare, babysitting, house-sitting, and pet-sitting/kennel charges.
 - iii. Commuting between home and the primary work location.
 - iv. Vehicle expenses for commuting between home and the event, airport, etc., except that which exceeds the miles of the employee's normal home-to- work commute, including return home, in his/her personal vehicle.
 - v. Cost incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion, unless the needed cancellation was beyond the control of the employee. See Section VI regarding cancelations of non-refundable fare.
 - vi. Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment.
 - vii. Personal entertainment expenses include in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs. See Section VI(D) regarding wi-fi allowances for work-related activities.
 - viii. Travel accident insurance premiums or purchase of additional travel insurance.
 - ix. Alcoholic beverages except as related to a business-related meal expense pursuant to Section (E)(2) in this policy and approved by the County Manager.
 - x. Tobacco and vaping related products.
 - xi. Laundry and cleaning.

- xii. Valet services except when no reasonable alternative vehicle parking exists and when approved by the department head, Comptroller, or County Manager.
- xiii. Personal telephone and other device calls.
- xiv. Business-class and first-class travel when coach-class is available, unless approved by Comptroller or County Manager. Economy-plus and similar “coach” upgrade seating is permitted for air travel exceeding 4 hours, less layover time.
- xv. Meals and lodging if included in registration fee or otherwise provided.
- xvi. Clothing.
- xvii. Fines, forfeitures or penalties.
- xviii. Rental vehicles for local business trips/meetings.
- xix. Rental vehicle for personal use while on county business.
- xx. Rental of high-end luxury and exotic vehicles; see section VII (D)
- xxi. Expenses of a spouse or other non-employee.
- xxii. Loss or damage to personal property.
- xxiii. Barber, beauty parlor, shoeshine or toiletries.
- xxiv. Telephone deposits.
- xxv. Other personal or non-business-related expenses.

XII. LOCAL TRAVEL/BUSINESS EXPENSES:

1. An employee may obtain reimbursement for actual expenses incurred in conducting business within the parameters specified in this policy, including the Tahoe-Reno Industrial Center and Lockwood area.
2. A person seeking reimbursement under this section shall submit a Travel Expense Claim form along with receipts, meeting information, etc. and authorized signatures.

XIII. EXCEPTIONS:

1. The County Commission may authorize an exception to any provision of this policy so long as it does not conflict with any Federal, State or County law.

XIV. FREQUENTLY ASKED QUESTIONS:

1. Can I be reimbursed for lunch provided at an event if the meal being served is not appropriate for my dietary needs?
 - i. Answer: Yes, you may request reimbursement on the Travel Expense Reimbursement Form with an explanation. This will need to be approved by your Department Head and the Comptroller or County Manager.
2. What do I do if I don't want to fly directly to or from a conference?
 - i. Answer: The County will only cover the cost of round-trip airfare from the Reno airport to the conference; any additional travel expenses will be the employee's responsibility.
3. My conference starts at 8:00am on Tuesday, do I need to take the cheapest flight with a 2:00am arrival flight?
 - i. Answer: No, the health and safety of our employees is to be considered when making travel arrangements.
4. My conference starts on Monday at 12:00 noon, and I can get a flight and go straight to the conference; do I need to travel day of, or can I travel on Sunday? Will the County pay for my hotel?
 - i. Answer: Considering distance, convenience, safety, and flight times, the Department Head, along with the Comptroller or County Manager, may approve additional expenses related to an earlier departure.
5. I cannot eat for the per diem rates I was given for the city I am in, what do I do?
 - i. Answer: The reimbursement rates allowed are set by the Government Services agency and are based on the city or region in which you are traveling. Therefore, any cost differentials are already taken into consideration within the per diem rate. However, if you feel that regional rate is too low, you may submit a request to the Department Head and Comptroller or County Manager for a higher reimbursement rate along with the receipts for the meals. The decision of the Comptroller or County Manager shall be final.

XV. RESPONSIBILITY FOR REVIEW:

This policy will be reviewed every 5 years or as necessary by the Comptroller and County Manager's Office.

**Policy number revised from 004 to 100.004*