



NEVADA STATE BOARD OF MASSAGE THERAPY
POLICY AND PROCEDURE

Subject: Travel and Per Diem	Policy No. 1.5.1	
	Issued By: Board	Distribution: Nevada State Board of Massage Therapy Members and Employees
	Amends/Supersedes	
Reference(s): State Administrative Manual SAM: 0200, 0204, 0206, 0210, 0212, 0214, 0217, 0230, 0232 and 0234; and NRS: 281.160, 281.174, 360.140, 360.200, and 360.270	Effective Date: September 5, 2018 Updated: March 27, 2019 Updated: October 30, 2019 Updated: January 10, 2024	

I. PURPOSE

The purpose of this policy and procedure is to ensure Board Members and employees (and non-Board employees providing a public service) follow consistent processes when required to travel to accomplish work activities and fulfill assigned responsibilities. Travel authorization will only be granted to accomplish official business or to further Nevada State Board of Massage Therapy (NSBMT) interests and will be conducted in the most economical, effective, and efficient manner possible.

II. POLICY

It is the policy of NSBMT to ensure the rate of reimbursement for lodging, meals, and incidentals must be comparable to the Federal Government's U.S. General Services Administration (GSA) rate based on travel location. Employees are expected to be familiar with these policies prior to travel and follow the procedures set forth in this policy for requesting, approval, monitoring, and reporting of all travel and related per diem.

III. SCOPE

This policy applies to all Board Members and employees working under the authority of or within the Nevada State Board of Massage Therapy.

IV. DEFINITIONS

GSA Per Diem Rates are rates set by the U.S. General Services Administration. Located at: <http://www.gsa.gov/portal/category/100000>

Official Duty Station is the city and office to which an employee is officially assigned

Personal Travel Time is the period of time during travel when an employee or Board member has extended their travel for personal purposes. Personal Travel Time is not compensated by the

Board nor is the employee or Board member covered by workers' compensation during the time they are in personal travel status. An employee or Board member may return to business of the Board at the end of the personal travel and commence with Board compensated travel such as returning to the duty station or traveling to another destination for additional Board business. This travel time is covered by workers' compensation. In cases where Personal Travel Time is used, the employee or Board member must define the time when personal travel starts and ends as part of the travel preauthorization documentation. Personal Travel Time may not increase the costs incurred by the Board.

State Administrative Manual (SAM) is a compilation of policy statements concerning the internal operations of state government. Policies are based on statute or other approved regulations.

SAM is published for use as a guide in conducting the State's business. Located at: <https://budget.nv.gov/>

Nevada State Purchasing Division is charged by the State of Nevada to perform all functions related to service procurement and the purchasing, renting, or leasing of supplies, materials and equipment needed by state agencies. Located at: <http://purchasing.nv.gov/>

Fleet Services Division provides State of Nevada agencies with fleet management, alternative fuel, and transportation solutions. Located at: <http://motorpool.nv.gov/>

V. PROCEDURE

A. Travel Request and Authorization

1. Pre-travel authorizations and travel reimbursements for the Executive shall be signed and approved by the Treasurer.
2. An employee intending to travel shall notify the Executive Director of the location, dates, times, and reason for travel.
3. The pre-travel request form must be signed and approved by the Executive Director (or designee).
4. Non-Board employees traveling on behalf of the State of Nevada must adhere to the same regulations and policies as employees. Travel costs for independent contractors must either be included as part of the contract or disallowed.
5. All travel expenses for Board employees will be charged to the budget account specifically appropriated or authorized to provide for the employees' salary and/or travel expenses.
6. The employee shall complete and submit the Pre-Travel Request Worksheet, along with the In-State or Out-of-State Pre-Travel Approval Request Cover Sheet, along with the associated back-up documentation, to the Executive Director for fiscal approval and tracking.
 - a. The GSA Per Diem rates may not be exceeded for travel unless the Executive Director (or designee) has provided written approval and justification. The request will be reviewed for appropriateness and approved/denied by the Executive Director.
 - b. Special instructions to properly complete the form are as follows:
 - i. Official Duty Station: List the city and office where the employee is assigned.

- ii. The maximum reimbursement for parking at an airport will be established long-term rates. If the employee chooses to use short-term parking, he/she will be responsible for the cost difference.
- iii. Meal reimbursement will only be allowed if the employee travels 50 miles or more from the office to which he/she is officially assigned. For example, an employee traveling from Carson City to Reno (30 miles) will not receive reimbursement for meals.
 - 1. A breakfast allotment per GSA Per Diem rates may be claimed if travel status commences at or prior to 6:00 AM and does not terminate prior to 8:00 AM. Commencement time for meal per diem for breakfast will be determined based on the time zone of the departure location.
 - 2. A lunch allotment per GSA Per Diem rates may be claimed if travel status commences at or prior to 11:00 AM and does not terminate prior to 1:00 PM. Commencement time for meal per diem for lunch, will be determined based on the time zone of the departure location.
 - 3. A dinner allotment per GSA Per Diem rates may be claimed if travel status commences at or prior to 5:00 PM and does not terminate prior to 7:00 PM. Commencement time for meal per diem for dinner, will be determined based on the time zone of the destination location.
 - 4. Incidentals are permitted at the current GSA Per Diem rate for miscellaneous travel expenses (e.g., luggage carts, metered parking, subway/bus use, toll charges, tips, etc.). Additional incidental costs associated to luggage carts, metered parking, tips, etc. will not be reimbursed.
 - 5. Lodging: GSA Per Diem rates may be claimed for overnight trips with a receipt. Reimbursement will be based upon the actual receipted cost up to the maximum GSA Per Diem rate. Any additional charges (e.g., room service, movie or television service) are the responsibility of the employee.

GSA Per Diem rates can be found by clicking on the following hyperlink:
<http://www.gsa.gov/portal/category/100000>

 - a. Lodging rates may be exceeded if the exceptions detailed in SAM 0212 and SAM 0214 are met and prior written authorization has been obtained from the Executive Director (or designee). If the employee selects lodging over and above the approved GSA Per Diem rate without prior authorization, he/she will be responsible for the additional cost.
 - b. GSA maximum lodging rates do not include allowable taxes and surcharges (e.g., resort fees, or internet charges for work purposes).
 - 6. Any employee requesting mileage for use of his or her personal vehicle shall only be compensated for miles driven in excess of his or her normal commute. Normal commute is defined as the distance between the employee's residence and the employee's assigned duty station.
 - 7. The Executive Director shall verify budget authority for the intended travel and approve or deny intended travel in writing.
 - a. Travel requests containing errors and/or incomplete information will be returned to the employee for correction.

- b. The Executive Director shall log all travel expenses (pending, projected, and paid) into the budget.

C. Travel Arrangements

1. The Executive Director (or designee) shall:
 - a. Notify the employee when the travel request is approved or denied.
 - b. If changes are necessary, the employee shall notify the Executive Director, who will document the changes on the original Travel Pre-Authorization Form and return a copy to the employee.
2. Book all airline reservations, hotel reservations, conference registration, meetings, training, and any other necessary travel arrangements.
 - a. Hotel and airline cancellation policies must be checked prior to booking a reservation to ensure cancellation fees are avoided. Reimbursement for cancellation fees will be approved on a case-by-case basis with written justification and Executive Director approval.
 - b. Airline/flight reservations will be booked utilizing the Board issued City National Bank Commercial Card.
3. Fleet Services or rental car information:
 - a. If a Fleet Services vehicle is needed, an approved Fleet Services rental form must be sent to Fleet Services prior to in-state travel commencement.
 - b. Rental cars may only be rented from agencies with which the State has agreements. This list can be found on State Purchasing's website.
http://purchasing.nv.gov/Contracts/Documents/Vehicle_Rentals/
 - c. Rental cars must be re-fueled prior to return to avoid excessive refueling charges. Reimbursements for additional fueling charges will be approved on a case-by- case basis with written justification and Executive Director approval.
 - d. Optional rental car products (see below) may be purchased but will be the sole responsibility of the employee and will not be reimbursed by the Board. Examples include, but are not limited to the following:
 - Personal Accident Insurance (PAI/PEC)
 - Peace of Mind (POM) Insurance Personal
 - Loss Damage Waiver
 - Roadside Service Protection (RSP)
 - National Protection Plus (NPP)
 - Car Class Upgrade
 - GPS Equipment (03040)
 - Collision Damage Waivers

D. Claims for Travel Expenses

1. A Travel Expense Reimbursement Claim (TE) form shall be submitted when an employee requests reimbursement for completed travel. Reimbursement for business travel combined with personal travel may not increase the cost to the Board.

2. Per SAM 0220, all claims for travel expense should be completed and returned to the Executive Director immediately upon return but must be submitted within one month of travel completion unless prohibited by exceptional circumstances.
3. Per SAM 0234, if a travel claim is not filed within five (5) working days after returning from travel and interest charges accrue on a state sponsored credit card the employee will be responsible for the interest charges.
4. Per SAM 0220, a travel claim may not contain expenses associated with travelers other than the traveler indicated on the form, even if the traveler paid for another traveler's expenses.
5. The Travel Expense Reimbursement Claim form shall be completed in its entirety. Special instructions for the form are as follows:
 - a. List the employee's name
 - b. List the city and office for "Official Duty Station"
 - c. A separate line should be completed for each day of travel
 - d. Date: Enter day, month, and year of travel (i.e., 01-01-01)
 - e. Enter destination and purpose of the trip
 - f. Transportation Cost: Enter only if method of travel was a private car, taxi, shuttle, etc., and include original receipts
 - g. Reimbursement for private vehicle use will be 50% of the maximum mileage allowance if a state vehicle was available for use and/or if a private vehicle was used for the employee's convenience.
 - h. Attach the following applicable forms/receipts to the claim: All receipts smaller than 8"x11" should be taped to a blank 8"x11" sheet of paper and labeled with the employee name Note: Original receipts should be provided whenever possible. If a copy of the receipt is provided but is illegible, the original receipt will be required in order to consider the expense.
 - Parking receipts
 - Hotel receipts
 - Actual conference schedule or agenda
 - Airline baggage fee receipts if not included in airline invoice (if applicable)
 - ATM Service Charge receipt indicating usage fee
 - Commercial ground transportation (taxi, shuttle, train, etc.)
 - Laundry/cleaning services (allowed only if business related travel is four consecutive nights or longer).
 - Other expenses which the traveler is requesting reimbursement for, must be accompanied by a justification and approval by the Executive Director. These expenses will be evaluated by Executive Director for appropriateness and approval.
6. The Executive Director shall be responsible for reviewing the completed form for accuracy and for obtaining the employee's signature.
7. Per SAM 0220, a fax or scanned copy of the Travel Expense Reimbursement Claim form may be accepted in lieu of an original signature. However, the original Travel Expense Reimbursement Claim form with original signature must be forwarded to the Executive Director.

8. The Executive Director will maintain a copy of the travel claim to reconcile with corresponding time sheets to ensure accuracy in reporting. Any discrepancies will be reported to the employee's supervisor for correction.
9. Non-state employees must submit a separate invoice for travel and include a detailed breakdown of all travel expenses (per diem, mileage, lodging, parking, taxi, etc.). All expenses must be reimbursed at GSA rates and original receipts must be included. Requests for travel reimbursement shall not exceed the approved contractual travel budget.
10. The Executive Director is responsible for reviewing, verifying, accepting, and logging any corrected information on the Travel Expense Reimbursement Claim form.

E. Combining Business and Personal Travel

If an employee wishes to combine business travel with personal travel, the following guidelines will be utilized to determine reimbursement:

1. If an employee chooses to drive a personal vehicle rather than fly to/from his or her travel destination, reimbursement will be the lower of either the airfare on the date of approval for travel or mileage at the convenience rate.
2. Per Diem will be paid only while the employee is in business travel status. Meals will not be paid after completion of official business and the commencement of personal time.
3. Combining Business and Personal Travel may not increase the costs to the Board.

VI. POLICY EXCEPTION

On occasion there are special circumstances that may require an exception to this policy be granted. Exceptions, while not common, require the approval of the Executive Director.

VII. POLICY COMMUNICATION

All supervisors and managers of the Nevada State Board of Massage Therapy will provide their employees with a copy of this policy. Employees needing clarification should contact the Executive Director for assistance.

This policy is not a substitute for relevant law or regulation nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with federal regulations and State law.